

ECONOMIC DEVELOPMENT SPECIALIST IIDEFINITION

Under direction, performs difficult and responsible professional work in various economic development-related activities, project management, implementation of the Enterprise Zone, International Trade Program and other business assistance programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Participates in the planning, program development, marketing, and project management activities of the City's Economic Development Division. Conducts economic analysis, market feasibility studies and other related research as pertains to international trade. Assists in designing and implementing a Business Retention/Attraction program. Prepares applications for grants-in-aid and administers approved grants programs. Performs public relations, promotional and business services duties, including making presentations and facilitating meetings. Assists in formulating and coordinating a city-wide comprehensive trade and economic development strategy with other agencies and various organizations to stimulate and promote economic and trade activity within the city. Prepares comprehensive written reports and marketing brochures/publications. Attends off-site meetings with business executives, financial organizations, community leaders and other groups/individuals. Administers programs and projects as assigned. May provide direction and training to subordinate-level employees. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the journey level class in the Economic Development Specialist series, which performs skilled professional and technical work of a highly responsible nature in the field of economic and trade development. Supervision is received from the Economic Development Manager, with some direction and guidance received from the Economic Development Specialist III. This class is distinguished from the next higher level of Specialist III by the greater degree of responsibility and discretion given to the Specialist III to complete projects and implement programs. The Specialist II is distinguished from the Specialist I by the increased independence in the completion of work and project management responsibilities given to the II.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of progressively responsible experience in government, international trade or private enterprise in the area of international trade development. Education equivalent to a Bachelor's degree from an accredited college or university in Economics, Business or Public Administration, Commercial and Mortgage Finance, Real Estate or other related field; or any combination of education, training, and experience which provides the following knowledge, skills and abilities.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: business finance and commercial mortgage banking principles and practices; commercial/industrial development loan programs and other funding sources available to businesses such as: the Small Business Administration (SBA) Business and Loan Guarantee Program, Industrial and Commercial Development Bonds, state and federal loan and grant programs, and letters of credit; practices and economics of urban commercial/industrial development programs and international trade; principles and practices of public relations and marketing; legal procedures and documents involved in real estate transactions; practices and economics of international trade.

Ability to: analyze, interpret and draw sound conclusions from technical and statistical data pertaining to urban economics, international trade, real property, and commercial/industrial development financing; make effective presentations and represent the City with diplomacy and tact; prepare and present comprehensive technical reports and proposals in writing and orally; exercise resourcefulness in meeting and resolving problems; establish and maintain effective working relationships with officials of financial institutions, public officials at all levels of government, business people, civic leaders, the general public and co-workers.

### CHARACTERISTICS OF THE SUCCESSFUL PERFORMER

The successful performer is an excellent communicator who enjoys providing information to individuals and groups in a formal and informal setting. The ideal candidate possesses thorough research skills and is able to prepare high quality reports and documents. This individual exercises considerable initiative and discretion, and uses seasoned judgment to solve complex problems. S/he is well organized, works effectively with diverse organizations and understands the business community and its relationship with government.

#### Special Requirement:

Must possess and retain a valid California Class C Driver's License as a condition of employment.

#### Special Working Conditions:

Willingness and ability to work irregular hours including evenings and weekends as needed.

Class title change from Economic Business Development Specialist II  
per Council Resolution No. 86-99 effective 11-1-86

Revised: 2/98

Reviewed: 09/03, 07/06

ADA Approved: 09/03