

CITY OF SPOKANE VALLEY

POSITION DESCRIPTION

Class Title: Economic Development Specialist
Department: Economic Development
Division: NA
Date:

Job Code Number: 337
Grade Number: 15
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex administrative, technical, and professional work in City-related economic development programs to implement municipal plans and policies.

SUPERVISION RECEIVED

Works under the general supervision of the Economic Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Executes initiatives, projects, and other activities to facilitate local business attraction, expansion, and retention, including incentive awareness, conducting business evaluations/surveys, and providing general economic development assistance.

Performs economic development and support work to broaden and diversify the City's retail, commercial, and industrial base.

Meets with local businesses to identify barriers to expansion or retention. Works with City resources and regional partners to eliminate barriers.

Develops relationships with businesses, landowners, developers, site consultants, realtors, entrepreneurs, government officials, private industry representatives, chambers of commerce, and economic development related organizations and agencies within the City and broader region.

Responds to complex questions; resolve complaints and conflicts; act as facilitator, when necessary, between the development community and City staff.

Assists with planning, organizing, coordinating, and evaluating major economic development activities within the City; assist with the development of strategies that maintain and enhance the long-term economic vitality of the City.

Identifies and monitors skilled labor and supply chain trends that impact recruitment of new industries and/or retention of existing industries that operate within the City. Works with City resources and regional partners to minimize impacts.

Provides key support and assistance to City staff in the development, revision and implementation of the City's business retention and expansion program.

Recommends strategies that would encourage or facilitate economic development in desired areas; continue ongoing implementation of City economic development priorities by facilitating the development and redevelopment of targeted geographic areas.

Identifies and implements funding strategies that may include public/private partnerships and grants.

Researches, analyzes, and promotes economic and market trends.

Supports the development of planned economic development strategies.

Monitors economic development activities of neighboring jurisdictions; coordinates work with other affected agencies; assists in the development of regional plans as assigned.

Makes presentations to supervisors, boards, Planning Commission, City Council, civic groups, and the public as assigned.

Assists with the administration of consultant contracts as assigned.

Researches, prepares, and submits grant applications for potential funding sources for economic development projects. Investigates financing instruments that might facilitate redevelopment of business districts.

Attends after work hour meetings as assigned.

PERIPHERAL DUTIES

Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Reviews proposed ordinances and codes that relate to economic development.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments relating to economic development.

Assists other City staff members as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a four-year college or university with a degree in economics, business administration, urban planning, public administration, or closely related field.
- Four years of professional level work experience in economic development or related field.
- An equivalent combination of education and experience may be considered.

Necessary Knowledge, Skills, Abilities, and Other Traits

- Experience writing grant applications and managing grant funds and projects.
- Knowledge of principles, procedures, and strategies of economic development in a government environment, demographic economic trends, and forecasting.
- City processes, procedures, codes, and regulations.
- Legislation, trends, and practices which affect the local economy and local businesses.
- Financial feasibility, pro forma analysis, current economic trends, and economic forecasting.
- Regional market trends in land development, retail, industrial, and office markets.
- Market analysis as it relates to the potential development of a specific site.
- Ability to communicate effectively orally and in writing with design professionals, developers, supervisors, coworkers, and the public.
- Ability to establish effective working relationships.
- Ability to understand and follow direction, exercise a high degree of sound independent judgment and work within established guidelines with little or no direct supervision.
- A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Operate a personal computer and assorted office software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel

or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date:

Revision History: New