

ECONOMIC DEVELOPMENT SPECIALIST II

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DEFINITION

Under direction performs a variety of detailed, specialized work involving economic development programs and projects; performs other related work as required.

DISTINGUISHING FEATURES

The Development Specialist II is expected to perform varied assignments requiring technical and interpersonal skills in the fields of economic development. Work in the class is distinguished from that of the Development Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. This position provides evaluation, monitoring and grant writing work products for senior review. Support is available for problems not covered by reference guidelines, and work is checked occasionally during progress and reviewed upon completion.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Participates in designing, implementing and monitoring economic development, housing development programs and projects. Collects and interprets data and prepares reports.
2. Performs financial analysis of proposed real estate and business development projects.
3. Assembles and processes grants and financial assistance loan packages.
4. Confers with property owners, builders and developers to initiate and provide support to new developments and property renewals; provides assistance to local businesses and property owners to improve business operations or renovate property.
5. Evaluates multiple factors involving economics, community needs and land use to prepare recommendations for proposed real estate development projects.
6. Provides technical assistance to various parties and groups such as small business owners, business associations, non-profit and citizens' groups, and other City departments and divisions, to assist with the development of proposed real estate projects.
7. Implements business recruitment strategies.
8. Implements business retention strategies.
9. Solicits proposals; makes recommendations concerning selection of professional consulting services; prepares and supervises contract administration.
10. Establishes and maintains work plans, budgets, expenditure reports and project schedules, and monitors for compliance with local, state and federal regulations.

Other Duties

11. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working with office equipment and software.
- Travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Thinking, focusing, and concentrating to prepare and complete assigned tasks

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in planning, economics, public or business administration or a closely related field.

Experience: Three years progressively responsible professional experience in public sector economic development, housing development, or redevelopment work.

Knowledge

Working knowledge of the principles and practices of economic development; understanding of principles and practices of commercial and/or residential revitalization; business recruitment and economic diversification strategies; federal, state and other resources for economic development and business assistance; familiarity with public and private sector finance mechanisms and loan packaging; principles and practices of public administration.

Ability

Ability to perform both complex and routine administrative work with speed and accuracy; interpret and apply established federal, state and City legislation, regulations, guidelines and codes pertinent to economic development programs and projects; establish and maintain accurate records; conduct research and interpret and analyze information; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions on a variety of matters; communicate effectively; establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.