

DEVELOPMENT SPECIALIST I

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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. Positions filled through State or Federally funded programs or other specially funded projects are Civil Service Exempt.

DISTINGUISHING FEATURES

This is an entry level position. Incumbents in this position receive immediate supervision and perform specific assignments of a well-defined and limited nature. Their work is subject to continuing review when in progress and until completion. This position is distinguished from the Development Specialist II position in that the latter position performs more varied assignments of greater complexity and by the greater independence with which the incumbent is expected to operate.

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 programs and projects .
Collects and interprets data and prepares reports.
2. Support financial analysis of proposed real estate and business development projects.
3. Assembles and processes grant an financial assistance packages.
4. Implements financial assistance programs.
5. 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.
6. Support negotiations with private developers to effect public/private development partnerships.
7. Evaluates multiple factors involving economics, community needs and land use to prepare recommendations for proposed real estate development projects..
8. 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.
9. Implements business recruitment strategies.
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11. Solicits proposals; makes recommendations concerning selection of professional consulting services; prepares and supervises contract administration.
12. Establishes and maintains work plans, budgets, expenditure reports and project schedules, and monitors for compliance with local, state and federal regulations.

Other Duties

13. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working 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: One year related experience in a public agency or private firm.

Knowledge

Knowledge of the principles and practices of economic development; familiarity with principles and practices of commercial and/or residential development; business recruitment and business retention 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.