

JOB TITLE: Economic Development Specialist

DEPARTMENT/DIVISION: Economic Development

REPORTS TO: CEO

**SUMMARY:** Responsible for performing work related to planning, organizing, and coordinating activities which enhance economic development. Duties include developing and implementing short and long-term economic development programs, serving as a liaison between partner organizations, groups, individuals, etc. and identifying and evaluating marketing opportunities. Work is performed with general direction, working from a Strategic Plan.

**ESSENTIAL JOB FUNCTIONS:**

- Develops and implements a short and long-term economic development program to enhance Aberdeen and the surrounding region in relation to the Strategic Plan.
- Provides planning input in support of ADC goals and objectives.
- Works closely with the development community and clients to identify suitable properties and provide timely and accurate information.
- Participates in and coordinates activities within the ADC, which may include developing marketing materials highlighting information about the City; identifying and evaluating potential marketing opportunities; coordinating events, promotional acquisitions, and disbursements; and/or, performing other related activities.
- Assists new and expanding businesses with business and development applications and procedures.
- Facilitates the exchange of information to encourage cooperation and efficiency in the development process.
- Represents the ADC at a variety of trade shows or economic development events.
- Develops and maintains relationships with allied professional organizations.
- Researches, prepares, and gives presentations at a variety of meetings and/or outreach events.

- Organizes and executes periodic surveys to facilitate the study, implementation, or evaluation of economic development programs or to discover opportunities for enhanced services.
- Prepares and writes tax incentive applications and assists prospects in preparing tax incentives.
- Participates in soliciting short-term bids from vendors, defining specifications, recommending vendor selection, and placing orders.
- Performs other duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of economic development principles and practices is helpful but not required.
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects.
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Skilled in maintaining sensitive and confidential information.
- Skilled in prioritizing, organizing, and managing multiple projects.
- Skilled in providing customer service.
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skilled in operating a computer and related software applications.
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS: Bachelor's Degree

#### WORKING CONDITIONS:

Frequent sitting, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to fifty pounds. Basic office equipment such as copy machine, computer, etc.