

ECONOMIC DEVELOPMENT SPECIALIST

4350

Date: May 2006

Department/Division: Economic Development

FLSA: Non-Exempt

Reports to: Economic Development Director

PURPOSE OF POSITION

Under the general direction of the Economic Development Director, provides support in business recruitment and retention efforts by developing marketing plans, gathering information for proposals, managing projects, and collecting economic data.

ESSENTIAL DUTIES OF POSITION (with or without accommodation)

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Prepares reports and resolutions for City Council meetings.
- Manages construction and consultation contracts.
- Writes and submits grant/loan applications, quarterly budget reports, loan documents, and development agreements.
- Assists businesses with attaining information regarding expansion and development.
- Attends City Council meetings.
- Participate in the development and implementation of a citywide comprehensive economic development strategy.
- Manage specific redevelopment projects including feasibility analyses, pro forma evaluations, land acquisition and disposition, and project execution.
- Coordinate and participate in retail, commercial and industrial attraction and retention efforts, including marketing, out-reach programs and site visitations.
- Conduct familiarization tours of City facilities and make presentations of services to prospective new businesses.
- Provide small business development assistance, such as referral to financing and counseling sources.
- Collect and analyze demographic and economic data.
- Assist in developing and implementing redevelopment projects.
- Prepare special studies and reports related to economic development and redevelopment.
- Provide technical and administrative assistance on a variety of redevelopment programs and projects, such as construction project management, loan program administration, and grant program administration.
- Coordinate activities of City departments and outside agencies related to redevelopment programs and projects.
- Make presentations to businesses and citizen groups.
- Perform project coordination including planning, marketing, development, and implementation.
- Prepare and administer economic development loans and loan programs.
- Prepare and manage contracts associated with economic development projects.
- Procure and manage consultant contracts associated with revitalization projects.
- Maintains regular and punctual attendance and working hours.
- Regularly lifts up to 10 pounds and occasionally lifts up to 30 pounds.
- Expected to temporarily perform duties outside of normal classification in the event of a declared emergency. In the event that an employee is excused from work other than being sick, they will be required to report to work in a state of declared emergency.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

High School Diploma and seven to ten years Experience or two years of college/Associates degree and two to less than five years experience or bachelor's degree and up to two years experience. Any equivalent combination of experience and training that provides the required knowledge, skill and abilities.

MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB

Abilities

Ability to speak clearly so others can understand you, ability to see details at close range (within a few feet of the observer), ability to see details at a distance, ability to identify and understand the speech of another person, ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Knowledge

Some knowledge of principles and methods of applying economic development theory, including techniques to promote and stimulate economic activity; considerable knowledge of commercial and small business finance; some knowledge of development laws and related procedures; some knowledge of real estate procedures and documents; some knowledge of financial loan documents; some knowledge of or the ability to gain knowledge of Geographic Information Systems; some knowledge of research methods and personal computer applications; ability to negotiate complex development agreements and financial and business assistance packages; ability to interface with business clients, developers, government officials, community leaders, and others; ability to exercise resourcefulness in meeting and resolving problems; ability to use initiative and sound independent judgment in the course of undertaking assigned responsibilities.

Language Skills and Interpersonal Communication

Requires effective communication skills; ability to write and speak clearly, distinctly and effectively with fellow employees and the general public; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; provide and follow verbal and written instructions; ability to establish and maintain effective working relationships with City officials, City staff, business representatives, and other governmental agencies.

Work Environment

Seventy-five percent of work is performed in a normal inside office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact, dust or odors. Field conditions outdoors are varying weather conditions, with varying street level noise; and touring properties that are undeveloped, in various stages of development, including properties where construction is in progress. Thirty percent of work is outdoors or traveling under varying conditions.

Special Requirements

Possession of a valid Iowa driver's license.

I have carefully read and understand the contents of this job description and have been given the opportunity to ask my supervisor any questions I have regarding my duties and responsibilities as described therein.

Employee Signature	Date	Department Approval	Date
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The City of Sioux City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages employees and prospective employees to discuss needed accommodations with the appropriate City representatives.

Approved Resolution: Res# 000382
Dated: May 31, 2006