



CLASSIFICATION TITLE: Economic Development Specialist	JOB NUMBER: 7091	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Economic Development Manager	PAY GRADE: 18	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate skilled administrative support work to assist with the City's business retention programs, with work focused in areas such as contract management, grant writing, small business outreach and programs, marketing, asset management, networking and special projects to promote and enhance the City's economic vitality, and related work as apparent or assigned. Work is performed under the limited supervision of the Economic Development Manager.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Delivers programming that promote business retention and expansion communication and activities within the City. Serve as a liaison between the City and the business community; represents the City with local business improvement districts (BIDs); maintains a business database; develops and implements commercial district revitalization programs aimed at improving the vitality of local retail enterprises.
- Occasionally represents the City at meetings with business organizations, individual business enterprises and local government jurisdictions; presents occasionally on behalf of the division at public meetings, boards or commissions.

- Oversight and execution of the City's activities to welcome new businesses to Richland. This position works closely with local Chamber(s) of Commerce, Business Improvement Districts, new businesses and internal stakeholders to coordinate such activities.
- Manages the Business License Reserve Fund and the Commercial Façade Improvement Fund programs, including providing support to applicants and the Economic Development Committee; acts as staff liaison between programs and items needing City Council action.
- Updates and maintains the Economic Development website; assists with providing content for internal and external distribution; monitors analytics and campaign efficacy and assists with business recruitment programming and presentations.
- Assists with the development and implementation of marketing initiatives and strategies to build awareness of the City as a desirable location to start or relocate a business and to attract potential purchasers for City-owned properties; works with other departments for design and layout of promotional marketing materials, including print and online.
- Supports and implements a variety of economic development programs in concert with the City's mission and strategic planning process; conducts global, national, regional and local market, economic and industrial research and monitors local economic indicators relevant to real estate marketing efforts.
- Identifies grant opportunities and works with staff to develop infrastructure grant applications for local, state or federal agencies to develop City-owned property and infrastructure projects.
- Conducts advanced research on organizational policies and procedures, best practices, and innovative techniques.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Business development issues and market conditions affecting small businesses both in Richland and regionally
- Strategies and initiatives relevant to real estate marketing efforts.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.

Skills and Abilities to:

- Prioritize competing tasks to meet deadlines as identified.
- Multi-task and manage multiple priorities with a high level of attention to detail and accuracy.
- Follow through with projects to completion.
- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Market real estate opportunities.
- Work with potentially demanding clients and provide conflict resolution.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a Windows computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

Associates/Technical degree with coursework in economic development, business administration, communications, or closely related field and at least five (5) years of experience in the above categories, or equivalent combination of education and experience.

COMPETENCIES**Foundational**

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT






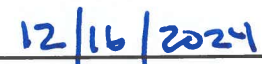
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the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

This work requires the occasional exertion of up to 10 pounds of force; work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

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

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date

