City Of Dunedin, Florida

Class Description

Position Title: **Economic Development Specialist**

**General Description of Duties**

Under general supervision, uses independent judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The primary focus of this position is to implement the goals and objectives of the Economic and Housing Development Department as detailed in the City’s Economic Development Master Plan and 2033 Downtown Master Plan. The position reports to the Director of Economic and Housing Development.

**Specific Duties and Responsibilities**

Examples of Essential Job Functions

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Develop Economic Development programs which include a focus on the major corridors of the City:

* Business recruitment, expansion, retention, and relocation
* Business redevelopment utilizing mixed-use and adaptive reuse
* Assist with developing relationships with stakeholders
* Obtain baseline data on properties and businesses in the designated corridor area

Work to create a business incubator environment to encourage entrepreneurs to locate to Dunedin.

* Identify potential properties
* Recruit new entrepreneurial businesses
* Develop incentives

Explore opportunities for infill and workforce housing throughout the City.

Assist Economic Development Director with:

* Business Visitation efforts (new & existing)
* Identifying at risk businesses and businesses interested in expansion
* Investigating and building relationships with the goal of attracting a higher education component to the City
* Reviewing current incentives and develop policies for the award of incentives
* Establishing relationships with the brokerage community
* Acting as Liaison with the City’s public relations marketing firm and the Communications department.
* Special projects as assigned.

Establish relationships with the City’s partners in economic development:

* Pinellas County Economic Development, PC Community Development, Pinellas Planning Council, Dunedin Housing Authority, Tampa Bay Regional Planning Council
* St. Petersburg/Clearwater Convention Visitors Bureau
* Team Dunedin (City staff involved in project development)
* Dunedin partners (Dunedin Area Chamber of Commerce, Dunedin Downtown Merchants Association, Visit Dunedin, Toronto Blue Jays, Dunedin Fine Art Center, Dunedin Historical Museum)

Administrative Duties:

* Compile and maintain statistical data on the City’s commercial businesses and generate reports as requested.
* Maintain inventory of available sites.
* Evaluate economic, statistical and demographic data to analyze best means to attract and expand businesses.
* Enhance and maintain website on economic development and redevelopment
* Prepare monthly Economic Times.
* Prepare annual Economic Summary Report.
* Special projects as assigned.

**Minimum Training and Experience**

Position requires a Bachelor’s degree or above in business, public administration, urban planning, economics, and/or marketing, with a minimum of 2 to 4 years of verifiable work experience in public/private economic development, redevelopment and reuse, business retention and recruitment programs, marketing, planning, project coordination and real estate development is preferred. Public sector experience is strongly preferred. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered.

An understanding of Florida community redevelopment agency laws, programs and regulations, is a plus.

This position requires excellent communications skills, both orally and written. Must possess the ability to develop and maintain effective professional relationships with both internal and external agencies.

Must possess a demonstrated ability to work with a team comprised of multiple disciplines.

Ability to maintain confidentiality with regard to work projects.

Ability to understand and use geographical information techniques on identified areas for purposes of economic development/redevelopment.

**Special Requirements**

Must possess a valid Florida driver's license.

Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Flexibility to attend functions outside of normal work hours as requested.

**PERFORMANCE INDICATORS**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Economic Development Specialist. Has the ability work in a confidential manner, possess excellent written and oral skills, and performs in a pro-active manner. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is proficient with a calculator. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

**PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, format, and/or correlate data.

**Human Interaction:** Requires the ability to interact with various organizations and business and property owners on information regarding projects and events.

**Equipment- Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

**Functional Reasoning:**  Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.