



CITY OF MIAMI BEACH
invites applications for the position of:

Economic Development Specialist

EOE/ADA/VET PREF

SALARY: \$27.54 - \$45.04 Hourly
\$2,202.83 - \$3,603.26 Biweekly

OPENING DATE: 10/29/15

CLOSING DATE: 11/20/15 11:59 PM

NATURE OF WORK:

This is responsible professional and technical work involving administrative and technical support to the Redevelopment Agency and the Economic Development Division, which includes financial, analytical, review of documents, drafting of documents, research, and interaction with other departments to obtain information and documents.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES:

- Process Redevelopment Agency Invoices
- Analysis of market data, development proposals, and other documents and reports
- Conduct research on market data, properties, and zoning and land use issues
- Assists in providing small business assistance
- Assists in managing City economic development programs
- Prepare various reports and presentations as needed
- Draft documents and correspondence
- Assist in the preparation and management of the Redevelopment Agency budget
- Review documents as directed
- Gathers documents for public record requests
- Provides support to the Director and Assistant City Manager
- Assists in the preparation of grant applications
- Assists in the preparation of agenda and items
- Performs related work as required

MINIMUM REQUIREMENTS:

- Graduation from an accredited college or university with a Bachelors degree in Business/Public Administration, Architecture, Planning, or related field, **AND**
- Three (3) years full-time verifiable experience in redevelopment activities, real estate development, budget preparation and planning. Experience must include technical report writing and use of personal computers
- Additional experience may substitute for education on a year for year basis

Applicants must detail any related work experience on the application or risk disqualification. An application which does not indicate on its face that the applicant possesses the minimum qualifications required for the position or that does not include the required attachments as indicated will be rejected. *Resumes may be attached to the electronic application but are not required and will not be accepted or reviewed in lieu of a completed online application.* It is the applicant's responsibility to update their NEOGOV profile with work experience, education, certifications and personal contact information when submitting each application, failure to do so will result in ineligibility. **City of Miami Beach employee's must**

reflect their current position and detail their work experience on the application to avoid being disqualified.

Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (either Member 2 or Member 4), as well as the final Department of Defense Disability Letter (dated within one year) **must be submitted** with the application.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.miamibeachfl.gov>

Job #00570
ECONOMIC DEVELOPMENT SPECIALIST
PP

OUR OFFICE IS LOCATED AT:

1700 Convention Center Drive

3rd Floor

Miami Beach, FL 33139

305-673-7524

jobs@miamibeachfl.gov

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Economic Development Specialist Supplemental Questionnaire

- * 1. Which best describes your level of education? (Please make sure to complete 'Education' section of the application. Required fields of study are: Business/Public Administration, Architecture, Planning, or related field.)
 - ☐ High School
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree or beyond
- * 2. In which of the following areas do you have full-time verifiable experience
 - ☐ Redevelopment activities
 - ☐ Real estate development
 - ☐ Budget preparation and planning
 - ☐ Community Development Block Grants
 - ☐ Economic Data Collection
 - ☐ None of the above
- * 3. How many years of full-time verifiable experience do you have in redevelopment activities, real estate development, budget preparation and planning?
 - ☐ No such experience
 - ☐ Less than 1 year of experience
 - ☐ 1-2 years of experience (but less than 2)
 - ☐ 2-3 years of experience (but less than 3)
 - ☐ 3-4 years of experience (but less than 4)
 - ☐ 4-5 years of experience (but less than 5)
 - ☐ 5-6 years of experience (but less than 6)
 - ☐ 6-7 years of experience (but less than 7)
 - ☐ Over 7 years of experience
- * 4. Do you have experience in technical report writing and use of personal computers?
 - ☐ Yes
 - ☐ No
- * Required Question

