

CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Economic Development Specialist Pay Grade: 588
DEPARTMENT: City Manager's Office
DIVISION: Business Development
SUPERVISED BY: City Manager

POSITION SUMMARY: Performs a full range of professional and technical duties in support of the City's Economic Development Program. Assists with the fiscal impact and geospatial analyses, coordination, and/or administration of economic development projects and programs, and staff support for the coordination of the Jobs and Economic Opportunities Committee. Maintains data and analyzes economic trends and serves as a resource for tracking measures regarding economic development initiatives within the adopted Economic Development Plan and the City Council's Strategic Plan.

ESSENTIAL JOB FUNCTIONS:

- Evaluates a wide variety of professional level research, including economic, geospatial, statistical and demographic data and performs administrative and analytical duties in support of the City's Economic Development Plan, operations, and programs.
- Researches, analyzes and develops a data base to determine economic climate for such issues not limited to market trends, building sites, operating costs, taxes, transportation, natural resources, labor markets, community factors, and revenue forecasting.
- Coordinates program development and implementation with external resources (Florida Department of Economic Opportunity, Enterprise Florida, county, regional and statewide economic development organizations, along with utility companies servicing the area).
- Assists in the preparation of databases, developer real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting developers.
Documents, tracks and generates reports regarding programmatic efforts including, Economic Development Plan, Capital Improvement programs, and inter/intra-agency functions.
- Designs and implements marketing and outreach materials to ensure public exposure to program offerings through print publication design, web site editing, social media, e-newsletters, direct mail and other applicable mediums.
- Assists in developing, utilizing and monitoring business plan, and program budget business case materials.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public administration and economic development principles and practices.

- Knowledge of the legislative process at the State and Federal level and its interrelationship with City government.
- Ability to isolate and analyze significant trends and practices from detailed records and factual material.
- Ability to establish and maintain effective working relationships with department heads, outside agencies, and the general public.
- Ability to work independently with minimum supervision.
- Knowledge of basic economic indicators and trends, economic incentives, financing methods, project management principles and practices preferred.

Minimum Requirements

PHYSICAL SKILLS: Ability to communicate effectively using verbal, written and visual communication.

EDUCATION, TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's Degree in Economics, Business Administration, Public Administration or a related field. Four (4) years of related experience in economic development, GIS, financial business analysis or economic modeling and knowledge of GIS preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: The City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.

HR INFORMATION	REVISION DATE: November 24, 2020
FLSA STATUS: Exempt/Salaried	EEO CATEGORY: 5