



City of St. Cloud

## Economic Development Specialist

<b>SALARY</b>	\$26.26 - \$37.28 Hourly	<b>LOCATION</b>	City of St. Cloud, FL
<b>JOB TYPE</b>	FULL-TIME	<b>DEPARTMENT</b>	ECONOMIC DEVELOPMENT
<b>DIVISION</b>	ECONOMIC DEVELOPMENT	<b>OPENING DATE</b>	01/19/2024
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Exempt

### Description

#### **WORK HOURS: 8:00 a.m. to 5:00 p.m. (Monday-Friday)**

This is beginning-level professional work in economic research and project development.

Work involves the performance of moderately difficult professional and technical work in the area of economic research and development. Work is intellectual and varied in nature as opposed to routine mental or physical work and requires the consistent use of judgment and discretion in its performance. The employee works under general supervision depending upon the nature of the task. Independent judgment is exercised in the application of professional principles and research techniques toward economic development problem-solving, within established standards, rules, and policies.

### Duties and Responsibilities

- Assembles, updates, and accesses computerized databases for the purpose of economic development decision-making.
- Assists in the preparation of computer-assisted market analysis and business development plans, primarily with regard to data input.
- Assists in the review and preparation of the existing conditions of the local economy as part of the process of implementing the Comprehensive Economic Development Strategy.
- Prepares and/or vets a variety of assistance or grant applications for the purposes of economic development and/or redevelopment to businesses, residents, and third parties.
- Participates in the administration of business surveys, including the collection and compilation of data. Assists in the preparation of project layouts, routine drafting, marketing, and graphic displays.
- Prepares, reviews, and/or edits staff reports, brochures, letters, newsletters, and other publications.
- Gathers and prepares demographic, market, and property data, and develops and maintains databases pertinent to business retention, expansion, and recruitment activities.
- Provides project and program management assistance for economic development and strategic initiatives as directed.
- Acts as liaison with community-based organizations for the implementation of neighborhood-wide economic development programs.
- Performs other related work as required.

## Minimum Education and Experience Requirements

Bachelor's degree in Economics, Public Administration, Business Administration, Planning or a closely related field, and some (6 months – 2 years) professional experience in the area of economic development, redevelopment, or federally funded programming.

Must possess and maintain a valid Florida state Driver's License with an approved driving history.

## Knowledge/Skills/Abilities

### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; sit and use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. The employee will occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### Mathematics:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. The ability to make public presentations including presentations to the City Council and the CRA Board is necessary. The use of electronic equipment to prepare and deliver the presentations is essential.

### Reasoning:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet.

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### Agency

City of St. Cloud

### Address

1300 9th Street

St. Cloud, Florida, 34769

### Website

<http://www.stcloudfl.gov>

## Economic Development Specialist Supplemental Questionnaire

### \*QUESTION 1

Which best describes your level of education?

- No High School Equivalency
- High School Diploma or Equivalency
- Associate's Degree
- Bachelor's Degree
- Master's Degree

### \*QUESTION 2

Please indicate the field of your college degree

- N/A
- Economics
- Public Administration
- Business Administration
- Planning
- Other

### \*QUESTION 3

Please select how many years of Planning, Redevelopment or Economic Development experience you have.

- None
- 0-2 years
- 3-4 years
- 5-6 years
- 6+ years

### \*QUESTION 4

Please describe your planning, redevelopment or economic development related experience?

### \*QUESTION 5

Do you have a valid Florida Driver's License?

- Yes
- No

\* Required Question