**City of Monroe**

**Position Description**

**Position Title:** Economic Development Specialist

**Department:** General Administration

**Class Code:**

**Pay Grade:**

**FLSA Status:** Exempt

**Established:** December 2013

**Revised:**

**SUMMARY**

This position is responsible for performing a variety of administrative, technical and professional work in the preparation and implementation of economic development plans, programs and services for the City of Monroe; responsible for coordinating and developing annexation projects and assists with implementation of the downtown development plan in order to help expand the City's tax base. Work is performed with a high degree of initiative and independent judgment in the preparation and implementation of economic projects within established objectives. Work is performed under the general supervision of the City Administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Develops continuous and long range expansion projects for the City; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
* Solicits prospective businesses and homeowners and prepares information for the specific purposes of annexation and downtown development; schedules appointments for meetings; provides professional advice; makes presentations to supervisors, elected officials, boards, commissions, civic groups, homeowners associations, and businesses. Provides information on annexation and downtown economic development issues, programs, services, and plans.
* Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes; develops and maintains schedule for parcels to be contacted on a weekly basis.
* Prepares and maintains information on utilities, taxes, zoning, transportation, community services, enhancing tools, etc.; responds to requests for information for annexation purposes; prepares data sheets, brochures and other information packages. Responds to local citizens and businesses inquiring about local economic development activities and opportunities.
* May confer with the Customer/Community Relations Liaison in gathering existing City information and brochures to be used in the preparation and development of information packages; provides updates regarding annexation and downtown development projects to be used in press releases and the City newsletter.
* Serves as a liaison between the City of Monroe and the Walton County Chamber of Commerce, Merchants' Associations, and other public, private or nonprofit groups and associations interested in annexation or development in the downtown area.
* Coordinates the processing of annexation requests to insure state requirements and guidelines are followed properly.
* Assists with implementation of downtown development plan; coordinates with existing businesses in the downtown area for facility improvement; and coordinates construction for public improvement projects.
* Monitors local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to supervisor.
* Provides staff support to the Planning Commission, as needed and assigned. Prepares annexation and downtown development reports and supporting data, including recommendations.
* Prepares graphics, charts, tables, promotional materials, etc. for annexation and downtown development activities.
* Researches, prepares, and writes grant applications related to economic development as needed.
* Receives applications for low interest loans.
* Serves as a member of various staff committees as assigned.
* Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
* Assists other staff members as needed.
* Performs a variety of other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Receives direction from the City Administrator, and may exercise functional and technical supervision over subordinate professional, technical and clerical personnel, and contracted staff.

**QUALIFICATIONS** To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Knowledge of business development; economic development; municipal zoning and infrastructure; planning programs and processes.
* Knowledge of basic grammar, language usage and vocabulary.
* Knowledge of software including Microsoft Word, Microsoft Excel, Adobe Photoshop, basic HTML, publishing software, and social media platforms.
* Skill in utilizing a personal computer and operation of other equipment, including calculator, phone, copy and fax machine.
* Ability to communicate effectively orally and in writing.
* Ability to establish effective working relationships with other City employees, business owners, homeowners, civic organizations, commissions, elected officials, and the general public.
* Ability to effectively market attributes of the City of Monroe, both in person and on telephone.
* Ability to process information, applications and forms requiring accuracy, thoroughness and attention to detail.
* Ability to develop and maintain a schedule of projects.
* Ability to prepare accurate, clear, and concise documents.
* Ability to develop attractive and informative brochures and information packages.
* Ability to understand and follow complex oral and written instructions.
* Ability to work independently with general supervision.
* Ability to drive and operate the department's assigned vehicles in a safe and efficient manner.
* Understand and apply applicable federal, state and local laws, regulations and ordinances.

**EDUCATION and/or EXPERIENCE:**

Four-year degree in urban planning, business or public administration, economics, marketing, public relations, or a closely related field required; Two year experience in performing related work; or any equivalent combination of education and experience is acceptable. Must be 21, have a valid state driver’s license free of suspensions and/or revocations and meet physical standards test. Hire is subject to criminal history investigation.

**LANGUAGE SKILLS:**

May require the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures. May be required to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to communicate with and before others using correct English.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

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.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Ability to successfully complete training necessary as directed by the City Council and the City Administrator.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed in an office and at sites throughout the community. The employee is exposed to dust, dirt, and occasional inclement weather.

**SELECTION GUIDELINES:** Formal application, rating of education and experience, oral interview and reference check; related tests may be required. Drug screen required.

**NOTE:** The position description does not constitute an agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.