



## CITY OF ELOY, AZ JOB DESCRIPTION

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<b>TITLE:</b>	<b>Economic Development Specialist</b>	<b>JOB CODE: 3013</b>
<b>EFFECTIVE:</b>	<b>November 27, 2017</b>	<b>FLSA: Exempt</b>

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**Summary:** Under limited supervision, provides level management support to the Community Development Director through economic development, redevelopment and revitalization planning, marketing and research tasks that implement the City's Economic Development element, Downtown Development element and the strategic initiatives of the Pinal Alliance for Economic Development. Shall also be responsible for the management of the City of Eloy Airport. General responsibilities include coordinating and implementing projects and programs that support new commercial, office and industrial business attraction; business retention and expansion; acceleration of public facilities and infrastructure extensions; small business development initiatives; workforce development initiatives, and other related economic development programs or projects

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. This job description provides a summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs economic development and support work to expand the City's retail, commercial, and industrial employment base.
- Works closely with the Arizona Commerce Authority, Pinal Alliance for Economic Development, Eloy Chamber of Commerce and other strategic partners to support and promote strategic local, regional and state relationships.
- Assists the Community Development Director represent the City on economic development related boards and committees; researches and prepares reports/presentations/data on economic development and redevelopment/revitalization activities for City staff, advisory boards/commissions (i.e. Downtown Advisory Commission), and City Council;
- May serve as a City liaison to citizen committees, non-profit organizations, special interest groups and neighborhood groups focused on economic development issues; and makes contact, conducts meetings and assists in presentations to such groups, as assigned.
- Makes contact and builds relationships with prospects, consultants, company decision makers, and media information sources; solicits development proposals from private development companies; and establishes and strengthens relationships with local businesses.
- Evaluates expansion/new relocation projects utilizing cost/benefit analysis, fiscal and economic impact and other relevant direct, indirect multiplier factors.
- Assists potential new business in site selection; coordinates key activities to facilitate the location process.
- Generates complex queries in existing data bases (i.e. EMSI) and researches lists of existing and prospective businesses for the purposes of lead generation for business attraction and business retention and expansion efforts.
- Updates, designs and edits a variety of promotional/marketing materials for the purposes of business attraction and retention; develops and maintains files, records, data bases, listings, and other reference materials used to recruit and retain businesses, including business trends, demographic profiles and related materials.

- Conducts statistical and analytical research on economic and development issues and identifies information needed to conduct studies from multiple secondary sources including, but not limited to, databases, field investigations, publications, government reports and records, department files and personal interviews; analyze data pertaining to development, land use, demographic conditions and future projections; identifies trends and/or develops projections; prepares research reports and present information as requested.
- Responds to requests for information from business prospects, clients and residents.
- Exhibits capabilities in community development related tasks (i.e. planning, zoning, development).
- Provides customer service by receiving, coordinating, responding, to and resolving citizen requests for information, inquiries, concerns, complaints and problems about the City of Eloy Airport. Attends public meetings and monitoring activities of the City of Eloy Airport.
- Ensures that the City is conforming to local, state, and federal governmental regulations, and other applicable rules and requirements.
- Performs other duties as assigned or required.

**Required Knowledge, Skills and Abilities:**

**Knowledge of:**

- Principles, procedures and strategies of economic development in a government environment, demographic and economic trends, and forecasting.
- Marketing and research methods, principles and procedures.
- Statistical and financial analyses and presentation.
- Computer software and applications related to database development and maintenance and report and presentation preparation.
- Project administration.
- Customer service principles.
- Knowledge of City organizations, operations, policies and procedures.

**Skills required:**

- Planning, organizing, preparing, and presenting reports and studies.
- Making complex decisions and interpretation in accordance with established rules, policies and procedures.
- Problem solving and decision making.
- Research, analysis, and the preparation of recommendations to the Director.
- Group facilitation and presentation.
- Computer software including word processing, spreadsheet, data base and presentation applications.
- Interpersonal skills as applied to interaction with co-workers, directors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Excellent communication skills, both verbal and written.

**Minimum Qualifications:**

Bachelor's Degree from an accredited college or university with major course work in economic development, urban planning, marketing, public or business administration, finance or a related field. Three years of progressively responsible experience with an economic development entity, marketing, business attraction and/or development research, community development (planning and zoning), and/or a related field. Significant experience in marketing, brand development and promotional material creation a plus. Any equivalent combination of education, training and experience may qualify for this position.

Must maintain a valid State of Arizona driver's license.