

CITY OF GLENDALE

TITLE:	Economic Development Specialist	CLASS CODE:	523
REPORTS TO:	Assistant Economic Development Director	GRADE:	27
DEPARTMENT:	Economic Development Department	FLSA:	E
JOB SPECIFICATION: August 26, 2011 lb			

JOB SUMMARY

Provides professional level assistance to the Economic Development department in the creation of economic development marketing strategies, research and implementation of efforts to attract and retain business and industry to the City of Glendale.

ESSENTIAL FUNCTIONS

1. Researches and compiles demographic and economic data in response to prospective client inquiries.
2. Develops strategic marketing materials for clients and programs.
3. Participates in the long-range planning, development of marketing strategies, and recommendation of goals for business attraction, retention, and assistance efforts.
4. Coordinates efforts and information with various City departments to identify, attract, retain, and assist business and industry.
5. Manages design review process with other city departments.
6. Evaluates programs which couple immediately available resources of the area with potential business development.
7. Coordinates with various businesses, agencies, community organizations, and City departments to conduct presentations and site tours for the purpose of promoting Glendale.
8. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
9. Makes presentations to businesses seeking to relocate or expand in the city.
10. Prepares comprehensive technical and administrative reports and studies.
11. Tracks budget and expenditures for programs and events.
12. Provides quality customer service.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Marketing techniques and economic development incentives
- Research techniques, methods and procedures
- State development laws
- Redevelopment and economic development financing principles
- The principles and practices of urban economic, redevelopment and downtown development
- The principles and practice of neighborhood planning and citizen participation in the planning process
- Past, present and future macro growing trends of Glendale
- Laws, ordinances, regulations and policies of various government agencies
- Customer service practices
- City ordinances and regulations

Ability to:

Market the city to prospective businesses and industries

Formulate solutions to complex problems, issues by analyzing and interpreting complex research findings

Exercise initiative and independent judgment

Perform cost/benefit analyses

Establish and maintain effective working relationships with private sector investors and mediate differences between city staff, developers, businesses and various citizens groups

Formulate solutions to complex problems, issues by analyzing and interpreting complex research findings

Coordinate and mediate efforts of both public and private agencies and committees involved in the economic and downtown development projects

Communicate effectively verbally and in writing

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in public or business administration, urban and regional planning, or a related field, and two years experience in an economic development environment, or related field preferably in a municipal setting

Any equivalent combination of training, experience and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's license