# Economic Development Specialist

**Grade: 9**

**FLSA: Exempt**

**Date: 01/19**

**Job Summary:** This is a professional economic development position assisting with the attraction of new businesses to the County, the retention of current County businesses and facilitation of their expansion, and the creation of new businesses. The position will manage multiple complex projects, assist with department initiatives, and help the Director and Deputy Director carry out the mission of the department.

**Essential Functions:**

1. Develops, implements, plans, schedules, monitors, and supervises large and complex department-specific projects;
2. Liaisons with local, regional, and state organizations related to the program;
3. Performs targeted industry business attraction and retention
   * Investigate and identify growth opportunities for business relocation and existing business expansion;
   * Research and support recruitment efforts for qualified companies;
   * Provide businesses general land use information and utility services information;
   * Work with external organizations charged with regional marketing, business recruitment, business retention, and business expansion efforts;
   * Work with key retail districts to identify strategies that would increase their vitality;
   * Foster entrepreneurship and small business growth;
4. Performs data analysis
   * Collect and organize industry specific market data and analyze economic trends;
   * Provide strategic advice and information on economic development activity, trends and issues;
   * Coordinate department participation on economic assumptions and forecasts;
5. Carries out outreach and communication initiatives
   * Communicate the department’s initiatives and accomplishments through various means;
   * Represent the organization at various economic development functions;
   * Develop marketing materials based on data, strategic plans, and other initiatives and documents
6. Fosters a business and development friendly environment
   * Help identify processes and regulations that hinder business establishment and work towards streamlining and simplifying;
   * Help coordinate economic development initiatives with a diverse group of internal and external stakeholders;
   * Participate in established internal teams to coordinate large-scale development projects;
   * Review proposals for development opportunities and assist with multi-party negotiations for significant economic development projects;
7. Management and County Governance
   * Assess performance as compared with comprehensive economic development strategic plan;
   * Draft memos and reports for submittal in BoardDocs and other professional written correspondence;
   * Assist Director and Deputy Director with meeting preparation and follow-up;
   * Attend meetings on behalf of Director and Deputy Director and accompany them to meetings;
   * Coordinate and oversee contracts with outside agencies associated with economic development;
8. Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures and of the practices, procedures, and concepts of the assigned programs;
4. Knowledge of relevant Federal, State, and Local regulations relative to the operations of specific projects and programs;
5. Ability to effectively communicate with other staff members;
6. Ability to effectively monitor staff performance;
7. Ability to develop, implement, prioritize, and coordinate program-related activities;
8. Ability to use available resources to research information;
9. Ability to prepare and maintain accurate records;
10. Ability to operate relevant computer systems, including hardware and software.

**Education and Experience:**

1. Bachelor’s degree;
2. Five years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date