

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Economic Development Specialist

Dept.: City Manager

FLSA Status: Non-FLSA Exempt

Reports to: Economic Development Manager

Salary Grade: 610

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

This position performs professional, analytical, and technical economic development projects that focus on retention and expansion of existing businesses, and recruitment of new businesses to the City; implements long-range strategies to ensure the economic health and vitality of the City and provides highly responsible support to the Economic Development Manager.

Essential Functions

- Support and model the identified vision, values and behaviors of the organization.
- Develop relationships with businesses and local partners, site selectors, and development community; build collaboration, work on revitalization of business districts and advocate for businesses and property owners when necessary.
- Work with the Economic Development Manager in implementing a coordinated business recruitment and retention campaign.
- Assist with planning, organizing, coordinating, and evaluating major economic development activities within the City; assist with the development of strategies that maintain and enhance the long-term economic vitality of the City.
- Recommend changes that would encourage or facilitate economic development in desired areas; continue ongoing implementation of City economic development priorities by facilitating the development and redevelopment of targeted, geographic areas and multi-family residential, office, commercial, and public sites.
- Respond to complex questions; resolve complaints and conflicts; act as facilitator, when necessary, between the development community and City staff;
- Provide technical expertise and exchange information to encourage cooperation and efficiency of the development process.
- Act as project manager;
- Research, analyze, and promote economic and market trends.
- Evaluate industrial and commercial development potential of properties.
- Analyze data and project analyses,
- Develop position papers and memoranda;
- Research, prepare and submit grant applications for potential funding sources for economic development projects; investigate the use of LIDs, bonds, or other financing instruments that might facilitate redevelopment of business districts.
- Research and prepare marketing materials.
- Participate in special business community events to promote business development and vitality.
- Make public presentations to community groups and public meetings; make presentations to the City Council as necessary;
- Perform related duties as assigned.

Secondary Functions

- Provide financial analysis for projects that require City participation; prepare specifications and develop requests for proposals (RFPs) for public/private projects; analyze responses and make recommendations on proposals.
- Review proposed ordinances and codes that relate to economic development.
- Represent the City on committees and boards regarding local and regional issues as required.
- Serve on and participate in various committees.
- May supervise staff, interns, and/or volunteers.

Job Scope

Work is performed under limited supervision. The Economic Development Manager sets the overall objectives and resources available. The incumbent and supervisor work together to develop deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignments, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the manager informed of progress, potentially controversial matters, or far reaching implications.

Supervisory Responsibility

The Economic Development Specialist may supervise other staff, volunteers or interns. May assist in interviewing, hiring recommendations, training, planning, and assigning work.

Interpersonal Contacts

The incumbent interacts extensively with City staff, the business community, elected officials, and the public.

Specific Job Skills

Knowledge of:

- Principles and practices of economic development.
- City processes, procedures, codes and regulations.
- Applicable laws, codes and regulations concerning land use and the development process (e.g. SEPA, GMA, and zoning).
- Legislation, trends and practices which affect the local economy and local businesses.
- Research techniques.
- Financial feasibility, pro forma analysis, current economic trends, and economic forecasting.
- Regional market trends in land development, retail, industrial, and office markets.
- Market analysis as it relates to the potential development of a specific site.
- Real estate finance.
- Public relations.
- Marketing and promotion techniques and skills.
- Planning information sources including demographic and economic data, environmental determinants of land use, land development trends, and legal requirements.
- Financing instruments and strategies for financing development projects.
- Business management practices.
- Resources available to business owners.
- Grant application process and procedures.

Ability to:

- Operate a personal computer and assorted office software.
- Understand the City's political environment and sensitivities, and function effectively within that environment.
- Communicate effectively, both in writing and orally, including oral presentations.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Provide excellent customer service, problem recognition and dispute resolution skills.
- Exercise discretion in confidential matters.
- Establish and maintain cooperative working relationships.
- Exercise individual initiative.
- Work independently with little direction.
- Work in a rapid pace work environment on several projects concurrently. Plan, prioritize, and schedule work. Meet deadlines.
- Compose, proofread, and edit general correspondence, reports, and other documents.
- Demonstrate strong attention to detail.
- Analyze situations accurately and recommend an effective course of action or present alternative solutions.
- Organize and conduct various research projects.
- Collect and analyze data.
- Interpret, apply and explain codes, rules, regulations, policies, and procedures to non-technical person.
- Recognize occupational hazards and utilize standard safety practices.
- Occasionally work irregular hours including evenings and weekends.

Mental Abilities

Position requires continuous interpersonal skills, teamwork, use of discretion, and the ability to read, write, speak, and understand English; frequent problem analysis and independent judgment and/or action; occasional customer service, decision making, creativity, and rare presentations/teaching, and performance of basic and advanced math.

Physical Abilities

Position requires continuous talking and hearing; frequent sitting, and fingering; occasional standing and walking, rare stooping, reaching, repetitive motions of feet, and repetitive motions of hands and wrists. Position requires the ability to push, pull, lift, and carry 25 pounds.

Education and/or Experience

Any combination of education and experience equivalent to: a bachelor's degree in economic development or a closely related field AND three years of professional level work experience in economic development or real estate development.

Special Requirements

- Valid Washington State Driver's License with satisfactory driving record.
- Successful completion of pre-employment background check.
- Membership in the International Economic Development Council and the Washington Economic Development Association is desirable.

Job Conditions

Work is primarily conducted in an office environment with a moderate noise level. Requires travel to various work sites, businesses, and/or meeting locations and meeting attendance outside of normal work hours.