



JOB DESCRIPTION

ECONOMIC DEVELOPMENT ANALYST

DEFINITION

Under general supervision of the Director of Development Services or designee, analyzes, reviews, makes recommendations and performs a wide variety of highly responsible and complex administrative, analytical and project/program management work assignments related to economic development. May assist with the final transition activities of the City's former Redevelopment Agency.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, coordinates and participates in economic development and related special projects, including complex research, budget analysis and preparation of feasibility analysis and presentation of reports in both written and oral form.
2. Assists in establishing economic goals and programs; coordinates with other City departments to perform short and long-range planning to ensure prosperous economic growth of the community.
3. Establishes and maintains close cooperation with appropriate public and private business and community organizations, departments, agencies and individuals involved in economic and related development activities; conducts community outreach when appropriate for planning and implementing economic development activities.
4. Assists in the preparation and administration of contracts and agreements as necessary for assigned projects and programs. Monitors implementation, compliance and, if necessary, recommends modifications or actions that need to be pursued.
5. Prepares, monitors and provides administrative support with operating budgets and funding allocations; assists in the development of financing plans and agreements between public agencies and appropriate private parties for related economic development programs and projects.
6. Prepares comprehensive documents, records and data bases, as well as technical and analytical reports pertaining to assigned areas of responsibility; independently conducts research and data collection to support analysis, as well as providing written staff reports and presentations to the City Council, staff, various boards, commissions, and community groups.
7. Anticipates, plans and coordinates changes to operating policies and practices related to economic development activities.
8. Prepares and presents a variety of reports, recommendations, contracts, and memoranda relating to economic development matters.
9. Responds to inquires and provides information regarding City economic development and development project activities, and other related matters; attends meetings; serves on committees as assigned; participates in discussions regarding City operations and economic development; and serves as a liaison to potential investors, developers, local businesses, and the public at large.



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- 10 Under specific circumstances, may coordinate with other staff in the performance of various tasks or special projects.
11. Performs related duties similar to the above in scope and function as required.

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education, training and experience that would provide the knowledge, skills and abilities necessary for satisfactory job performance. A educational background in business administration, public administration or related field along with experience working in a public agency or private sector position that provides the skills necessary to understand and work in the economic development field, is a typical way to obtain the minimum qualifications.

Knowledge, Skills and Abilities

Demonstrated knowledge of municipal government, budgeting, project management, economic development, programs and projects, methods/techniques of research, statistical analysis, and report presentation. General knowledge of business finance, proforma analysis, public/private financing, planning and contract administration. Personal computer skills with a proficiency in Microsoft Word, Excel, and PowerPoint are important. Ability to perform complex professional, administrative, analytical, budgeting, negotiating and financial work; interpret and apply related laws, ordinances and policies; conduct research; prepare and present complex written reports; communicate effectively, both orally and in writing and establish and maintain cooperative working relationships. Ability to work on a variety of programs and projects simultaneously and redirect focus quickly in response to changing priorities.

SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.

ESSENTIAL ELEMENTS

Mental Requirements

Reading complex materials, writing technical and complex communications, memorization, analyzing, perception, comprehension, judgment and decision making.

Stress Factors

Ability to assist the public, staff and elected officials. Ability to interpret and explain actions to the public and elected officials. Ability to work with those who may have differing opinions and working relationships.

Work Environment

Considerable work with the public, staff and elected officials; verbal and written contact, face-to-face, telephone and written correspondence.

Physical Demands

Sitting, standing, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (automobile).

Equipment

Telephone, calculators, computers, software, printers, digital cameras, photocopiers, facsimile machines and other common office equipment..



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