

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB249 Economic Development Specialist
POSITION #/TITLE: 2754 Economic Development Specialist	Adopted: 08-15
	Revised:

POSITION DESCRIPTION

Dept: Development Services	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
Reports To Position #/Job Code #/JC Title: 2522/NB331/Economic Development Liaison	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Works under the direction of the Economic Development Liaison. Assists in economic development and redevelopment activities principally within the Development Services Department and others as may be applicable; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Discretion is allowed for interaction with and presentation to committees, commissions, boards, the Council and outside interests, as assigned by Economic Development Liaison.

Examples of Essential Work (Illustrative Only)

Assists with the creation of the business expansion and retention programs for the economic development program for the City of Cedar Rapids;
 Surveys local businesses both independently and with the Cedar Rapids Metro Economic Alliance;
 Determines what data should be collected and reported to the City for future economic development programs;
 Develops database of additional companies to be surveyed related to economic development activities or programs;
 Implements annual online survey to capture feedback from local organizations;
 Assists Economic Development Liaison in reviewing data to shape ongoing programs and policies related to economic development;
 Serves as City representative on advisory councils and other collaborative workforce initiatives;
 Serves as City Liaison to Downtown SSMID and other Core District stakeholder groups;
 Supports core districts (NewBo, Medical Quarter, Downtown) through new and existing programs and resources;
 Researches grant opportunities and additional funding sources, economic development programs or policies in other municipalities or national trends in economic development;
 Provides assistance to the Economic Development Liaison in the preparation of requests/applications for the procurement of grant or loan funding
 Researches community needs and reports findings and recommendations to the Economic Development Liaison as a part of planning initiatives which are companion to assisted funding programs;

Attends and participates at meetings, conferences and workshops as requested and authorized;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of general economic development activities based upon national best practices;
Comprehensive knowledge of applications/practices which promote economic development, particularly as may be applied for the purpose of job creation/retention;
Thorough knowledge of current practices and procedures involved in grant applications and administration;
Good knowledge of public and private funding sources and financial incentives;
Ability to conduct thorough and reliable analysis for economic development projects;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business, Economics, Public Administration, Finance, Urban Planning or a closely related field; and
Some experience in economic development, planning and financial procurement and administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.