

## **CLASS TITLE: ECONOMIC DEVELOPMENT SPECIALIST**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs program, project management, administrative, and technical duties in support of the City's economic development initiatives, and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Works with prospective and existing businesses, developers, brokers, and partners to facilitate development and/or business expansion in or relocation to the City of Tulsa
- Assists in research and development of economic development projects and frequently interacts with staff in various departments to implement economic development programs and projects
- Responds to inquiries concerning office, industrial, retail and service development and business occupancy opportunities
- Assists in developing and implementing marketing and communications programs
- Conducts research economic development programs project and economic conditions and trends
- Helps with gathering, tracking, and analyzing local, regional and State economic and market indicators
- Researches economic development problems and solutions
- Gathers and prepares demographic, market, and property data, and develops and maintains databases and spreadsheets pertinent to business retention, expansion, and recruitment activities
- Supports the management of Authorities, Boards, and Commissions related to economic development
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in public or business administration, political science, economics, finance, urban and regional planning, marketing and communications, or a closely related field, and one (1) year of experience in economic development, community development, government program and project management, business planning or operations, and real estate; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Knowledge of the principles and practices of government and community relations; knowledge of the principles and practices of economic and community development, urban planning, building, and planning requirements and permits; knowledge of principles and practices of small business planning, operations, and finance; knowledge of the principles and practices of commercial real estate; knowledge of the methods and techniques of effective research and technical report preparation and presentation; knowledge of policies and administrative procedures of municipal government; knowledge of principles and practices of marketing and communications strategy and implementation; knowledge of record keeping and basic accounting related to business incentives and finance programs; knowledge of pertinent local, state, and federal laws, ordinances, policies, rules, and regulations related to economic development; knowledge of principles and practices of budget preparation and monitoring. Ability to plan and coordinate programs with local community and government organizations, meeting established parameters; ability to provide technical support on economic development issues; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public and internal/external agencies; ability to independently research/analyze data/information and exercise judgment in resolving significant issues, negotiating agreements and contracts effectively and efficiently within time constraints; and the ability to utilize the highest level of interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization. Skill in the use of computers and related software applications.

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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; and may be subject to walking, standing and sitting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; Certified Economic Developer (CEcD) through the International Economic Development Council or equivalent is preferred.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; may require work .

**Class Code: 2609**

**EEO Code: E-02**

**Pay Code: AT-28**

**Group: Clerical and Administrative**

**Series: Personnel Management evenings and weekends and traveling to attend meetings and visit development/business sites.**

**Effective Date: October 16, 2017**