

CLASS TITLE: SENIOR ECONOMIST

PURPOSE OF THE CLASSIFICATION: Under administrative direction performs professional economic analysis, technical evaluation, feasibility analysis, and program development related to economic development and other related assigned duties.

ESSENTIAL TASKS:

- Identifies applicable datasets and methodologies for measurement as appropriate and conducts analyses of complex business functions including incentives, tax impact, employment and policy
- Creates, reviews and presents economic models for applicable and accurate recommendations
- Meets with developers and related groups to review and advise on planned projects for existing and potential business developments, broker projects, and partner agencies to foster development and expansion
- Addresses inquiries pertaining to office industrial, retail, and infrastructure development
- Assists a variety of Authorities, Boards, and Commissions with economic development related inquiries and projects
- Analyzes, develops and maintains various data and reports
- Creates, modifies, and analyzes GIS information and databases
- Serves as liaison with private consultants, public officials and various outside organizations
- Develops and maintains various technical studies focused on a variety of social, demographic, economic, and financial components
- Assists in design and application of new Tax Increment Financing Districts and incentive program policy 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 economics, mathematics, statistics, finance, public administration or a closely related field; and four (4) years experience in progressively responsible economic analysis; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Employee will be eligible for the equivalent of a one step pay increase upon certification as a Development Finance Certified Professional (DFCP) by the Council of Development Finance Agencies (CDFA) or equivalent certification focused on finance and/or economics and approved by management.

Knowledge, Abilities and Skills: Good knowledge of the principles of economics; good knowledge of economic impact multipliers and how to apply them; good knowledge of the techniques used in quantitative analysis; some knowledge of resources available for economic and community development; some knowledge of local, state and national governmental operations and applicable tax regulations; good knowledge of data processing; and knowledge of Basic SQL, Java and/or Visual Basic Scripting. Ability to conduct economic research and to analyze the results; ability to convey complex economic and financial analysis to various groups and bodies; ability to create and interpret financial statements and projections; ability to make sound recommendations based upon such research; ability to write clearly and concisely; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; sitting for extended periods of time; occasional lifting and carrying up to 50 pounds; subject to standing, stooping, kneeling, reaching, and walking; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and must be certified as a DFCP (see above) or equivalent certification focused on finance and/or economics and approved by management within three (3) years of hire date.

Page 2 (continued from Senior Economist)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2064

EEO Code: N-02

Pay Code: EX-40

Group: Engineering, Planning and Technical

Series: Planning

Effective date: September 23, 2019