

## **CLASS TITLE: ECONOMIST I**

**PURPOSE OF THE CLASSIFICATION:** Under direction performs professional economic analysis, technical support, and research work in economic and community development programs and other related assigned duties.

### **ESSENTIAL TASKS:**

- Develops specific economic development and demographic analysis as a component of neighborhood redevelopment plans
- Prepares visual materials to communicate the impact of trends, outcomes, and implications of various analyses
- Prepares feasibility studies for neighborhood redevelopment real estate projects determining economically feasible rental rates, vacancy rates, rehabilitation costs, tax credits, leverage structures and cash flows
- Provides technical assistance to citizens in neighborhoods undergoing redevelopment planning
- Provides lending referral and loan packaging assistance for small businesses
- Participates as member of implementation team for tax increment financing districts estimating with and without TIF district scenarios
- Markets information relative to the City's state designated enterprise zones
- Compiles census information and financial project analysis for division, department, and other City departments and agencies
- Researches economic development issues which affect neighborhoods and the greater City economy
- Prepares sales tax and job impact analysis for major employment expansions or reductions
- Prepares estimator models of portions of the Tulsa economy using advanced computerized spreadsheets and database software
- Performs economic and demographic analysis work in research, economic development, and planning projects
- Assists in implementation of tax incentive and tax increment districts
- Assists in the collection, preparation, and presentation of data in economic or population forecasts
- Assists in the analysis of loan requests and feasibility studies for proposed public/private economic development projects
- Prepares necessary applications and requests for public/private economic development projects
- Develops a marketing and information referral plan for enterprise and enterprise community areas
- Provide business assistance, marketing, and identification of financial assistance for groups
- Assists in the construction and use of economic models of various segments of the Tulsa economy
- Conducts research of economic development issues and possible alliances with outside entities
- Establishes, updates, and maintains databases
- Serves as liaison coordinator with private consultants, public officials, and various civic organizations
- 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 or a closely related field; and three (3) years experience; or a master's degree in economics, business administration, or a closely related field; and one (1) year experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles of economics; 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 good knowledge of data processing. Ability to conduct economic research and to analyze the results; ability to make sound recommendations based upon such research; ability to prepare reports; and the ability to write clearly and concisely; 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.

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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 should be certified as an Economic Development Professional within three (3) years of hire date.

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

**Class Code: 2566**

**EEO Code: N-02**

**Pay Code: AT-36**

**Group: Engineering, Planning and Technical  
Series: Planning**

**Effective date: December 1, 2000**