



## Economic Development Specialist

Department:	<b>Economic Development</b>	Revised Date:	<b>January 2020</b>
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**GENERAL PURPOSE:** Under general supervision, assists with Economic Development functions in a highly responsible manner, relieving the Department Director and other staff of administrative, technical and customer service duties

### **PRIMARY DUTIES AND RESPONSIBILITIES**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all the duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties and may be required to perform additional position-specific duties.*

- Oversees the daily operations of the Camp Verde Visitor Center including recruiting, coordinating and scheduling staff, maintaining the Center's budget, developing tourism marketing programs and ensuring quality customer service
- Assist the director in promoting business attraction, retention and expansion, workforce development, arts and culture, outdoor recreation, economic resiliency, infrastructure expansion and place making development
- Performs departmental administrative responsibilities including accounting, purchasing, business correspondence and maintenance of departmental records, reports and data bases
- Maintains and updates the department's websites and assist in the enhancement of online marketing
- Develops, writes and maintains the Town's newsletter
- Coordinates, liaisons and serves as departmental representative with community and regional organizations, state and federal agencies, and other entities and individuals whose work promotes and assist with the goals of the Economic Development Department
- Attends and participates in trade shows, seminars, conventions, symposiums, workshops and other informational gatherings as necessary
- Responsible for developing, writing and administering a variety of economic development related grants, contracts, and projects
- Provides assistance to department staff on compliance with laws, rules and regulations
- Prioritizes and develops schedules in order to meet critical deadlines, coordinates and arranges department meetings, as well as public meetings
- Conducts research and surveys
- Maintains absolute confidentiality in all work-related matters, records and information
- Performs other duties as assigned or required

### **MANAGERIAL RESPONSIBILITIES**

- None

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree from an accredited college or university with major course work in urban planning, economic development, marketing, public or business administration, finance, or a

related field or equivalent experience of three (3) years of progressively responsible experience in an economic development, marketing, business attraction and/or development research, community development planning, or a related field. Significant experience in marketing, brand development, and promotional material creation. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be considered.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license

**PREFERRED QUALIFICATIONS****Knowledge of:**

- Knowledge and thorough understanding of the economic development strategies of the Town of Camp Verde and the goals of economic development.
- Knowledge of the Town business environment and existing businesses
- Knowledge of municipal planning including the General Plan, other strategic planning documents and capital improvement plans

**Skill in:**

- Excellent written and oral communication skills
- Strong computer skills
- Strong research and analysis skills
- Skill in obtaining critical business data
- Skill in project management
- Ability to organize and present statistical, financial and factual data in a manner easily understood by the audience
- Ability to collaborate with citizens, regional organizations, business owners and development professionals with diverse backgrounds and interests
- Ability to work successfully in a team-oriented atmosphere that provides business, citizens and employees with accurate information and excellent customer service

**Physical Demands / Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Employee must occasionally lift and move up to 15 pounds and occasionally lift and move up to 25 pounds of office equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Although most work is performed in an indoor office environment, individual projects may be performed outdoors, in rough terrain and on uneven surfaces
- Some travel is required. Individuals must be physically capable of operating motor vehicles safely.

**Economic Development Specialist**

**Non-Exempt (55)**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.*

**FLSA:** Non-Exempt

**Salary Range:** 55