



JOB DESCRIPTION

TITLE: Economic Development Specialist

GRADE: Non Exempt

SALARY: \$45,000 annually plus benefits

REPORTS TO: Director of Business Services

APPLY ONLINE: www.indeed.com

PURPOSE OF POSITION: Under the direction of the Director of Business Services, the Economic Development Specialist is responsible for optimizing the economic development activity in the County of Fresno and its cities by managing business attraction, expansion and retention activities of clients within an assigned region; provides exceptional customer service to all clients interested in pursuing job creation and investment in Fresno County.

DUTIES & RESPONSIBILITIES:

Client Services (70%)

- Develop relationships with City Managers and/or Economic Development departments of cities within assigned region and become point of contact between the EDC and assigned cities;
- Work with the Director of Business Services and/or Economic Development Coordinator to ensure all relevant information from assigned cities participating in a request for information (RFI) proposal is included in the RFI and is submitted in a timely manner;
- Accountable for securing client confidentiality at the EDC;
- Coordinate with City Managers and/or Economic Development departments of cities within assigned region to target local businesses and complete an Operational Analysis;
- Assist existing businesses and industries from cities of assigned region with informational and technical assistance needs;
- Complete an Operational Analysis when assigned a new participating business under the New Employment Opportunities (NEO) program;
- Under the process established by the Contracts Manager, guide and track assigned NEO participating businesses from beginning to end of their NEO participation;

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- Work in collaboration with the Director of Business Services and/or Economic Development Coordinator to ensure all NEO related information and actions are completed and logged;
- Responsible for managing 50+ business clients at any given time;
- Research and provide requested data for clients;
- Conduct face-to-face meetings with clients to gather and present information to aid in decision making for attraction or expansion clients;
- Ensure all client deadlines are met, and;
- Provide appropriate information and connect clients with appropriate resources & aligned organizations at meetings;

Program Support (30%)

- Complete monthly and quarterly reports as requested by the Director of Business Services and/or Economic Development Coordinator;
- Assist in promoting and marketing the NEO program, the Fresno Energy Watch program, and other EDC programs;
- Ensure all client information activity is entered in Executive Pulse;
- Responsible for tracking and updating projects via Executive Pulse to assure up to date case management;
- Have a clear understanding of all federal, state, and local business tax credits and incentive programs;
- Maintain database of available commercial and industrial land for assigned cities and provide available property information and updates to Director of Business Services and/or Economic Development Coordinator, and;
- Other duties as assigned.

SKILLS & KNOWLEDGE REQUIRED:

- Must gain knowledge of the permitting process for new or expanding businesses;
- Must be capable of working with and earning the respect of senior business and public sector executives;
- Must be highly organized, team player, self-starter and an effective communicator;
- Must be professional and exhibit high ethical standards;
- Excellent interpersonal skills;
- Good written and verbal communication skills;
- Must have a commitment to professional development in the economic development field;
- Professional writing, grammar, and spelling skills;
- Effective time management skills;
- Basic knowledge of standard office equipment;
- Computer literate and;
- Proficient in Word, Excel, PowerPoint, or similar software programs; and basic HTML experience.

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MINIMUM EDUCATION & WORK HISTORY:

- Degree in Business or Public Administration is desirable
- Must have some work experience in public relations, business, or related field
- Combination of some college and 5 years of marketing and professional office experience

PROPRIETARY & CONFIDENTIAL MATTERS

- All matters relating to EDC and its business activities are strictly confidential.

PHYSICAL REQUIREMENTS

- The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified “light duty” restrictions may be arranged as needed and when available for job-related injuries or illnesses.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.
- The employee will seldom lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors. This position requires speaking in front of a group to lead meetings and training sessions.

WORKING CONDITIONS:

- This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment.
- Occasional local travel may be required.