

Middletown, CT Job Description

Classification Title	Economic Development Specialist
Job Code	
Department	Planning, Conservation & Development
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to encourage and promote economic growth by assisting existing businesses, recruiting new business and planning and completing economic development projects. ~~plan and direct economic development activities and programs, to coordinate development party interaction with City, State and Federal government and utilities, to create and actuate marketing strategies to solicit new businesses, to conduct economic research, and to administer City business incentive programs, enterprise zone, redevelopment projects, development projects and City-owned property. The work is performed under the direction of the Director of Planning, Conservation & Development.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Actively solicits and negotiates with businesses to encourage their location within the City.~~ Assists local businesses, entrepreneurs and business startups. Visits with companies to determine needs. Assists businesses in finding space, obtaining financial assistance, business planning, interfacing and employee recruitment.
- ~~Works with existing businesses to retain their presence in the City and assists with their expansion plans and problems they experience.~~ Recruits new businesses using leads from various sources. Connects new businesses with service providers.
- Publishes economic development information. Develops and maintains data and information on City and region.
- ~~Conducts research and evaluates technical information to determine the feasibility and economic impact of proposed business expansion and new developments.~~ Promotes and supports downtown businesses. Participates in Downtown Business District Organization and Connecticut Main Street Center. Assists exiting businesses with needs through local and state assistance providers. Recruits new downtown businesses. Promotes downtown events and facilitates group discussions.

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- ~~Prepares brochures and promotional materials for submission to potential clients including grants, awards, applications and marketing materials to promote the City. Represents the City on various board of director, not for profit economic development organizations and commissions. Forms groups of like businesses for the purposes of marketing, creating new initiatives and assisting growth. Facilitates collaboration between various groups.~~
- ~~Addresses business and civic groups on economic development issues.~~
- ~~Staffs the Economic Development Committee. Reports on projects and acts on issues and projects and decisions as directed. Attends monthly EDC meetings and reports on activities and opportunities. Provides advice on issues. Staffs the Enterprise Zone Advisory Committee; administers North End Industrial Area project and Enterprise Zone.~~
- ~~Researches and creates reports to keep local officials informed of potential economic development issues, problems, trends, opportunities an, area marketability and economic indicators; creates, maintains and presents economic data on businesses and commercial real estate. Authors economic development portion of the Comprehensive Annual Financial Report. Maintains current data in report, which includes mill rates, building permits, growth in square feet of new and existing commercial and industrial buildings and tax base.~~
- ~~Oversees business loan programs, tax and business incentives and the economic development fund including assistance to applicants.~~
- ~~Coordinates work with and acts as liaison to other City departments, government agencies, utilities, realtors, development professionals, builders, attorneys, and the public.~~
- ~~Prepares grant applications and contracts for implementing and monitoring federal, state and private grants; maintains correspondence and prepares periodic reports as required by state and federal grant programs.~~
- ~~Negotiates for the acquisition, sale or lease of property for projects.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

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Bachelor's degree and at least five years of economic development experience. in Economics, Finance, Marketing or a related field with three years of economic development experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

- ~~Position requires possession of a valid Connecticut driver's license.~~

PREFERRED QUALIFICATIONS

Certified Economic Developer, CECD from IEDC.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.~~Knowledge of state programs
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.~~Knowledge of available commercial and industrial real estate
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as development plans and proposals, grants, contracts, reports, maps, databases, manuals, legal briefs, economic analysis, and organizational analysis.~~Ability to build and maintain a network of contacts
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, outside agencies, businesses, consultants, developers, committees and commissions, the media and the public.~~Knowledge of assistance programs and contacts
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.~~Ability to facilitate collaboration between businesses and people
- Must possess research, marketing and writing skills

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- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

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- ~~Ability to S~~satisfyies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing and balancing.

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The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/05/15
Dates revised	