



ECONOMIC DEVELOPMENT SPECIALIST, SENIOR

Department: Economic Development

Job Class #: 240900

Pay Range: Professional 10

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is professional work in the Economic Development Department. An employee in this position is responsible for leading and coordinating complex projects and research studies to improve the business climate in Pierce County. Duties include conducting and providing leadership for economic and demographic research and analysis, assisting with policy and legislative development, and assigning and monitoring the work of other employees.

SERIES CONCEPT: The Economic Development Specialist, Senior is the second level of a two level series. The Economic Development Specialist, Senior is distinguished from the Economic Development Specialist classification by the complexity and magnitude of the work performed and degree of decision-making and judgment required and the performance of lead duties.

ESSENTIAL FUNCTIONS:

- Oversee and prepare complex and sensitive special studies and/or projects, write reports, compile related statistical information and make recommendations regarding economic, trade and business development.
- Provide leadership over assigned projects which include participants from multiple County departments and outside agencies.
- Negotiate contracts, hire consultants and ensure assigned projects meet appropriate deadlines.
- Assist with community and land use planning as it relates to economic development.
- Provide assistance to the public, contractors, and other County employees, in related areas.
- Represent Pierce County's interests on various committees and planning groups.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Coordinate planning efforts with federal, state, and local agencies in order to comprehensively resolve regional issues.
- Perform the essential functions of the Economic Development Specialist.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

ECONOMIC DEVELOPMENT SPECIALIST SENIOR

Classification Description – Pierce County

Page 2

SUPERVISION RECEIVED AND EXERCISED: An Employee in this classification is required to use considerable independent judgment. Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise but is assigned lead worker functions, additionally incumbents service as project team leader and may train, guide, and oversee the work of team members from various County Departments, and outside agencies.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Economic Development Specialist, Senior works in an office environment on a daily basis. Travel to various work sites, businesses, and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification as it is currently performed. While visiting various business sites incumbents will be required to move around large areas of property with varying terrain, and climb stairs, ladders and/or ramps. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of effective leadership.
- Economic, commercial and community development.
- Business management practices.
- Resources available to business owners.
- Legislation, trends and practices which affect the local economy and local businesses.
- A variety of research capabilities.
- Grant application process and procedures.
- Feasibility analysis.
- Local, state and federal regulations.

Skill in:

- Interpersonal communications.
- Team building, leadership and motivation.
- Public Speaking.
- Problem Solving.
- Writing

Ability to:

- Plan, assign and coordinate work of co-workers.
- Analyze situations quickly and objectively to determine a proper course of action.
- Implement policies, goals, and objectives established by the appointing authority.

ECONOMIC DEVELOPMENT SPECIALIST SENIOR

Classification Description – Pierce County

Page 3

- Read, understand and interpret technical reports, data, and related materials.
- Understand, interpret and apply applicable state, federal and local laws, rules regulations and policies governing management of land use.
- Interpret local, state and federal regulations.
- Apply a variety of analytical techniques to research various issues, programs, or opportunities.
- Work collaboratively with business owners and other jurisdictions.
- Provide technical assistance to business owners.
- Develop and present information in a variety of settings i.e. community meetings, seminars and trainings.
- Develop and write policies, newsletters, reports, and brochures; provide design input.
- Identify and solve problems; mediate solutions to complex issues.
- Develop programs
- Work with the general public, the business community and a variety of local, state and federal officials.
- Mobilize and coordinate activities of community, volunteers, interns and consultants.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Graduation from a four-year college or university with major coursework in economics, business administration, public administration or a related discipline is required. A graduate degree in public or business administration is preferable. Five years experience working in business development, business assistance or business revitalization required. Prior experience leading projects and/or performing lead worker duties preferred. Additional experience and/or education may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.