

ECONOMIC DEVELOPMENT ANALYST

DEFINITION

Under general direction, performs a variety of administrative, staff, and analytical assignments in support of the City's economic development activities; promotes the City's economic development efforts to attract, retain, and help businesses to expand and create new jobs; and serves as a resource to other City staff, outside agencies, and the general public in answering questions, providing information and assistance, and solving problems.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Assistant City Manager or other designated management staff. May exercise supervision over subordinate staff.

DISTINGUISHING CHARACTERISTICS

Economic Development Analyst is a class in which incumbents coordinate the various aspects of the City's economic development activities. Incumbents exercise a considerable amount of independent judgment in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of administering economic development activities throughout the community. Incumbents may also perform administrative and analytical assignments. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Performs a variety of research, administrative, staff, and analytical assignments in support of City's economic development activities.

Performs research and prepares a variety of comprehensive reports, proposals, and studies regarding economic development.

Coordinates, facilitates and provides staff support for meetings of citizen and business groups as may be required.

Collects, compiles, and analyzes data for projects and problems related to the development and operation of the City's multi-faceted economic development efforts.

Conducts surveys and collects information relevant to the City's economic development efforts; analyzes findings and prepares or presents reports on practical solutions or recommendations.

Processes Enterprise Zone Hiring Tax Credit Voucher applications including verification of business eligibility and employee eligibility.

Market economic development programs and activities through workshops, business meetings, email, phone, neighborhood meetings, newsletters, and other marketing outlets.

Coordinates the preparation, production and distribution of newsletters and information related to Fresno's various community incentive zones.

Assists businesses to expand and create jobs by helping them find the assistance and programs they need.

Handles community relations activities, including press releases; meets with representatives of other public agencies, individuals or groups in the development or promotion of the City's economic development efforts.

May provide supervision, including selection, training, preparation of performance evaluations, or recommend disciplinary actions of subordinate staff.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of an economic development program.

The principles and practices of public administration.

Municipal organization and operation, especially as it relates to economic development programs.

Sources of information related to a broad range of business programs, services, and administration.

Methods and techniques of research, statistical analysis, and report preparation.
Economic development concepts and strategies.

Business, market, and economic indicators and trends.

Principles and practices of record keeping and records management.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and equipment including computers and supporting software applications.

General marketing concepts and principles.

Principles and practices of customer service.

Pertinent federal, state, and local laws, codes, and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Ability to:

Coordinate a task force designed to respond to the economic development needs of the community.

Interpret and apply complex regulations, legislation, and guidelines.

Conduct research and prepare complete and accurate analysis, reports, and recommendations.

Promote and implementing the City's economic development programs and projects.

Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply federal, state, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Utilize computer applications to perform analysis and prepare reports, charts, graphs, and related materials.

Exercise initiative, ingenuity, and sound judgment in solving difficult and complex administrative and technical problems.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with City elected officials, commission members, department heads, representatives of community agencies and organizations, citizen and business groups, City staff, public officials, and the general public.

Express ideas and recommendations effectively in oral and written form.

MINIMUM QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree public administration, business administration, economics, or closely related field; and

Experience:

Four years of increasingly responsible professional experience in economic development, commercial development, municipal or business administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis, up to a maximum of two years.

Special Requirements:

Possession of a valid driver's license is required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

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