

ECONOMIC DEVELOPER

SUMMARY/PURPOSE

Under supervision, direction, and guidance the Economic Developer will assist with the implementation of community economic development goals established by the City of Duluth and Duluth Economic Development Authority. The Economic Developer will work to create jobs and increase the tax base through activities designed to expand existing businesses and develop new businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
2. Administer, manage, and implement specific programs and projects through established policies, procedures, and objectives that develop new, and expand existing, business.
3. Evaluate business needs and match those needs with available resources.
4. Evaluate the creditworthiness and feasibility of projects or developers that are being considered for financial assistance and take action based on the conclusions.
5. Monitor the fiscal and developmental performance of businesses that receive assistance and take all necessary steps to ensure compliance with development objectives.
6. Prepare applications and administer economic development incentive funds, grants, and loan programs in a manner that ensures compliance with the terms and conditions of the assistance source.
7. Provide technical assistance for projects such as new infrastructure development, the redevelopment of substandard buildings and of polluted sites.
8. Assist on complex activities by conducting research and providing support materials for promoting business and industrial development projects and proposals.
9. Research applicable public and private funding sources and business data.
10. Prepare graphic and narrative materials for development proposals on subjects such as job training, labor availability, site information, utilities, land ownership, public financing programs, and community resources.
11. Organize and maintain a database of information for the preparation of proposals or contracts for business and economic development projects.
12. Provide information and assistance to the public, citizen committees, civic organizations, and other groups involved in economic development activities.
13. Answer public inquiries and provide information on resources that meet the needs of businesses seeking assistance.
14. Provide professional and technical assistance on economic development activities to City Boards and Committees.
15. Provide information and education on local business assistance programs to individuals, businesses, and the public at large.
16. Perform market analyses for specific sites or neighborhoods, and prepare and implement a plan in response to the conclusions of those analyses.
17. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's degree in Public Administration, Business Administration, Urban Planning, or related field, AND two (2) years of related professional experience; OR

- B. Two-year degree in Business Administration or job related field, AND four (4) years of related professional experience.
2. Knowledge Requirements
- A. Knowledge of the basic operations of business, including the principles and practices of accounting and finance.
 - B. Knowledge of title/real estate transactions and practices.
 - C. Knowledge of negotiations and legal contracts as they pertain to business operations and development.
 - D. Knowledge of state and local legislative processes that affect business and development activities.
 - E. Knowledge of the economic needs and structure of the City and its various neighborhoods.
 - F. Knowledge of the principles and practices of urban planning, including land use and zoning, as they pertain to economic development.
 - G. Knowledge of effective marketing and public relations techniques for economic development activities.
 - H. Knowledge of local, State, and other business and economic development programs.
3. Skill Requirements
- A. Skill in making the best use of the resources available for economic development by prioritizing projects using logical assumptions and knowledge of business facts.
 - B. Skills in analyzing the financial needs of businesses and developing a package of public and private financing to meet those needs.
 - C. Skill in administering loan programs based upon thorough knowledge of proper documentation and monitoring procedures to ensure compliance with public goals.
 - D. Skill in organizing and presenting information to others by making written and verbal presentations clearly and responding to questions directly and confidently.
 - E. Skill in explaining, administering, and developing business financing programs and referring clients to appropriate organizations.
 - F. Skill in building trust to gain the commitment of individuals and groups to undertake development projects or solutions that benefit all parties and implement public goals.
4. Ability Requirements
- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - B. Ability to act responsibly on projects with pre-established objectives, policies, and procedures, but which require wide latitude for individual initiative and discretion.
 - C. Ability to travel and participate in various work-related activities after regular business hours.
 - D. Ability to calculate basic financial analysis functions used in the analysis of business needs, such as net present value and rate of return.
 - E. Ability to read and understand financial reports, annual reports, profit & loss statements, and balance sheets in order to analyze the business being reviewed.
 - F. Ability to provide support for projects of higher complexity through research and the preparation of materials needed to complete such projects.
 - G. Ability to communicate effectively, both verbally and in writing.
5. Physical Ability Requirements
- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 lbs. per load for presentation at public meetings.
 - B. Ability to transport oneself to, from and around sites, projects, programs and sites of public meetings.

- C. Ability to operate standard office equipment such as a computer and related equipment, telephone, and copy machine.
- D. Ability to sit for extended periods of time.
- E. Ability to attend work on a regular basis.

HR: HD	Union: Basic	EEOC: Professionals	CSB:	Class No: 3111
WC: 9410	Pay: 135	EEOF: C.D.	CC:	Resolution:
Title change from Assistant Business Developer 07/02/2012				