

TOWN OF EAST HARTFORD

TITLE: Economic Development Specialist

GRADE: 10

DEPARTMENT: Development

POSITION DEFINITION: Works under the general direction of the Director of Development. Plans, designs, coordinates and administers matters relating to the promotion and development of economic resources of the Town and coordinates services and programs related to economic development of the Town. Assumes administrative responsibility for researching and recommending procedures to encourage, implement and monitor development projects utilizing federal, state and private participation.

ESSENTIAL JOB FUNCTIONS:

- Plans and directs economic development, activities and programs.
- Actively solicits and negotiates with businesses to encourage their location within the Town, and works with existing business to retain their presence and assist with their expansion plans and any problems they may experience.
- Plans and develops brochures and promotional materials for the Town.
- Serves as staff to the Economic Development Commission and participates in other community organizations, including meetings outside normal working hours and at other locations if necessary.
- Administers and promotes the Town's Enterprise Zone activities and oversees various other local, state and federal incentive programs.
- Maintains economic development data and information on existing businesses and available land and buildings.
- Maintains correspondence and prepares periodic narrative and statistical reports as required by the Development Director and outside agencies.
- Assists public and private entities in the preparation of grant application and contracts for the implementing federal and state grants.

ADDITIONAL JOB FUNCTIONS:

- Assists in providing technical data and research services to Town departments, boards, commissions and the public, as required.
- Attends meetings, including night meetings, as needed.
- Participates in professional economic development organizations.
- Conducts site visits.
- Develops and maintains Town of East Hartford web site.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain cooperative relationships with public officials, business and civic leaders.
- Ability to make effective verbal and written presentations.
- Sound knowledge of the State and regional business community.
- Computer literacy, mapping techniques, familiarity with word processing, spreadsheets, databases and GIS.
- Knowledge of research techniques.
- Ability to analyze data and develop alternative solutions to problems.
- Uses a computer terminal to enter and retrieve information.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Work in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination.

JOB QUALIFICATIONS:

Bachelor's degree in economics, business, public administration, or related field is preferred. Three to five years experience in industrial/commercial development or in an economic development organization, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

LICENSING REQUIREMENTS:

- Valid Driver's License

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.