



## ECONOMIC DEVELOPMENT SPECIALIST

**Department:** Economic Development  
**Job Class #:** 333500  
**Pay Range:** Professional 09

**FLSA:** Non-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:** The Economic Development Specialist's primary focus is on business retention and expansion. Top priority is retaining and growing family wage jobs in Pierce County. This is a business outreach position, where the individual proactively meets with businesses and stakeholders throughout the County to help navigate issues and make connections to resources.

**SERIES CONCEPT:** The Economic Development Specialist is the first level of a two-level series. The Economic Development Specialist is distinguished from the Economic Development Specialist – Senior by the level of complexity and magnitude of the work performed. The Economic Development Specialist does not perform lead or supervisory duties.

### **ESSENTIAL FUNCTIONS:**

- Assist Pierce County businesses with retention and growth with a focus on growing family wage jobs.
- Implement an aggressive and pro-active business retention program.
- Establish and maintain strong working relationships with a network of key community stakeholders.
- Identify needs and opportunities to support existing businesses.
- Maintain Customer Relations Management (CRM) system.
- Catalog existing programs and services that are offered by other organizations.
- Provide technical assistance in economic, commercial and community development using private and public sector resources.
- Assist in analyzing and responding to business workforce needs.
- Link employers to employment readiness training programs.
- Develop training courses and work with colleges regarding training opportunities for businesses.
- Make presentations to government officials and a variety of community groups and business organizations.
- Confer with management staff and advise on matters relating to economic development.
- Research economic, legislative, neighborhood, fiscal impact, and development issues and recommend solutions.
- Analyze data and develop policy recommendations for program implementation.
- Implement the Comprehensive Plan for Pierce County.
- Prepare grant applications.
- Prepare progress and program reports as required.
- Serve on economic development committees.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- 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.

#### **SUPERVISION RECEIVED AND EXERCISED:**

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 may provide training and guidance to new employees and temporary employees.

**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 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:**

- 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.
- Grant application process and procedures.
- Local, state and federal regulations related to business and economic development.

##### **Skill in:**

- Public speaking.
- Microsoft Office Suite and CRM software.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

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#### **Ability to:**

- Apply a variety of analytical techniques to research various issues, programs, or opportunities.
- Work collaboratively and demonstrate strong interpersonal communication skills 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 programs, policies, newsletters, reports, and brochures; and, provide design input.
- Identify and solve problems and mediate solutions issues.
- 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 both as a member of a team and independently.
- Develop interpersonal relationships and communicate effectively both verbally and in writing.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet deadlines for required reports and assignments.

#### **MINIMUM REQUIREMENTS TO APPLY:**

- Seven (7) years of direct business management experience e.g. (owning or managing a business, working with business associations or business assistance organizations or other related programs) is required.
- Bachelor's Degree in economics, business administration, public administration or a related field is preferred.
- Additional education and experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Successful completion of all required background checks is required prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.