

**CITY OF GLENDORA**  
**ECONOMIC DEVELOPMENT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction, assists in the coordination, marketing, implementation and monitoring of various programs intended to strengthen the economic base of the community; through communication with various stakeholders, identifies opportunities for additional economic growth and actively implements economic development strategies; serves as ombudsman to business and property owners and developers regarding City processes; coordinates the City's economic development marketing efforts and dissemination of information; performs related duties as required.

**CLASS CHARACTERISTICS**

This is a single class mid-management position reporting to the City Manager.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Carries out programs for the revitalization of the City's commercial areas and recommends implementation strategies. (a b c d f g h i j l)
2. Negotiates financing tools and packages to implement the City's revitalization programs. (a b c d e h i l)
3. Performs technical analysis and interpretation of pertinent economic, demographic and physical data as it relates to economic revitalization. (a c e h i)
4. Provides professional advice and coordinates efforts among City officials and staff, property owners, developers and business owners. (b c d g k l)
5. Makes presentations before public bodies and community organizations on the activities of the City; may serve as a liaison to the Chamber of Commerce and educational institutions; monitors and reports on the progress of the City's economic development programs to the City Council, Planning Commission and City management; communicates orally and in writing with developers, property owners, City departments, business owners, civic groups and other business groups.  
(c f g i j k l)
6. May assist in grant writing efforts and oversight of the applications process to secure grant funding for various programs to provide services and funding for the community; communicates with grant-providing entities (public/private foundations); identifies grant opportunities. (a c e h i k l)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Research, analyze and interpret economic, demographic and other data pertaining to the City and apply this information to the development of comprehensive revitalization programs.
- b. Recommend and develop programs for the revitalization of the City's commercial areas and recommend implementation strategies.
- c. Communicate clearly, concisely and persuasively, both orally and in writing.
- d. Interpret and explain City policies and procedures.
- e. Operate computer using relevant Internet, word processing, spreadsheet, database and graphic software.
- f. Present ideas and concepts persuasively in speaking before public bodies and community organizations or writing for publication.
- g. Assist various stakeholders in reaching consensus.
- h. Work independently exercising initiative and good judgment.
- i. Meet schedules and timelines.
- j. Create, coordinate and prepare a variety of marketing and economic development programs and materials.
- k. Exercise tact and diplomacy when dealing with the public.
- l. Establish, maintain, and foster positive, harmonious and effective working relationships.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Graduation from an accredited college or university with a Bachelor's Degree and a minimum two years experience in activities related to data research and marketing. Additional experience in business development, general business administration, financial management, public relations or closely related field is desirable.

Knowledge and Skill Levels

Public speaking and written communication skills; public relations concepts and practices; basic operations, services and activities of a local economic development program; financing tools and packages to implement revitalization and economic development programs; knowledge of planning, land use economics, zoning, small business operations and local government operations.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Must be willing to work extended hours including evenings and weekends.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Employee Association: Glendora Management Association (GMA)*