GENERAL SUMMARY
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 and Lead functions.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Assist Pierce County businesses with retention and growth, identify needs and opportunities, provide technical assistance, and link to programs.
- Implement an aggressive and pro-active business retention program.
- Establish and maintain strong working relationships with a network of key community stakeholders.
- Analyze data and develop policy recommendations for program implementation.
- Assist in analyzing and responding to business workforce needs.
- 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, research economic, legislative, neighborhood, fiscal impact, and development issues and recommend solutions.
- Implement the Comprehensive Plan for Pierce County.
- Maintain Customer Relations Management (CRM) system, catalog existing programs and services.
- Prepare grant applications and provide support to applicants.
- Oversee program funds.
- Prepare progress and program reports.
- Serve on committees and boards.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
Other Job Functions
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Seven 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). Additional education and experience which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements. Positions in specific program areas may require program-related experience, education, and/or training.

Licenses or Certifications
None

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS
Bachelor’s Degree in economics, business administration, public administration or a related field is preferred.

SUPERVISION
The Economic Development Specialist does not perform lead or supervisory duties.

COMPETENCIES
Knowledge of:
• Economic, commercial and community development.
• Business management practices.
• Resources available to business owners and stakeholders.
• Local, state, and federal regulations related to business and economic development.
• Trends and practices which affect the local economy and businesses.
• Grant application process and procedures.

Skill in:
• Public speaking.
• Use of independent judgment, effective decision-making and problem solving.
• Use and operation of personal computer system applications and software programs.
• Working with a variety of individuals from diverse backgrounds.

Ability to:
• Research a variety of program data and fiscal information and determine a proper course of action.
• Establish and maintain effective working relationships with County officials, employees, and the public.
• Develop and implement projects and program reports.
• Identify concerns. and strategically mediate solutions and problem solve.
• Interpret, develop, and implement policies and guidelines, apply federal and state laws and regulations.
• Understand and follow written and verbal instructions.
• Effectively communicate, both orally and in writing.
• Develop project and contract budgets.
• Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS

The physical demands described here 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 functions.

Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing, and hearing. Ability to move throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Work is performed in an office environment with exposure to general office noise and frequent interruptions. Travel is required to attend meetings. 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.