



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

ECONOMIC DEVELOPMENT SPECIALIST

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional functions including business assistance, business attraction, management of economic development and tourism projects, and development of community partnerships. The candidate will be responsible for the public information, business contact and outreach programs of the Economic Development and Tourism Department. Work is performed under the general supervision of the Economic Development Director.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications. Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. Field work is required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assists with business development related questions and provides requested site location information.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Meets with existing retail and industrial businesses in the County; Conducts presentations to businesses, governments and related organizations as required;

Contacts and meets with retail and industrial business development prospects; contacts and meets with developers and consultants; responds to business prospect requests for information;

Composes and/or prepares a variety of technical reports, correspondence, press releases, records and other documents as required;

Applies for grants through Virginia DHCD;

Maintains a variety of automated files and databases with the County, State and Federal Government;

Manages the Enterprise Zone program including new projects and annual reports;

Manages the Tourism Zone program;

Conducts retail and industrial market research as requested; assists in the development of business and tourism information;

Assists the Prince George County Industrial Development Authority as needed;

Attendance at trade shows will be required and may be in partnership with other agencies;

Makes travel arrangements and schedules appointments;

Provides technical assistance to communities and local businesses applying for federal and state grants to aid in expansion and growth;

Performs special projects as required; coordinates support activities for business development and tourism related special events;

Must work with and attend meetings of local, regional, state, and federal organizations;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required;

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of computer software applications; MS Word, Excel, PowerPoint, Geographic Information Systems (GIS), Website content management, Tyler Munis financial software experience preferred, Constant Contact, Executive Pulse, and Virginia Economic Development Partnership site database. Demonstrate the ability to work under stressful conditions; ability to plan, organize and accurately complete work within stringent deadlines; ability to manage time effectively; ability to establish and maintain effective and cooperative working relationships with associates, officials and general public. Proven discretion and the ability to maintain confidentiality; demonstrated ability to maintain complex clerical records and to prepare reports from such records. Requires the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation, to prepare statistical information, site analysis and financial reports; thorough knowledge of the organization and functions of the County.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration, marketing, public administration, economics, Economic Development, or related field.

SPECIAL REQUIREMENTS:

Must be willing to pursue Certified Economic Developer (C.Ec.D.) designation.