

City of Shakopee
POSITION DESCRIPTION

TITLE: Economic Development Specialist
DEPARTMENT: Planning & Development
CLASSIFICATION:
REPORTS TO: Director of Planning & Development
STATUS: Full-Time, Exempt
PAY GRADE:
LAST REVIEWED: 12.12.2017

SUMMARY

This position is responsible for assisting with the implementation of economic development programs for the City with the goal of business retention, expansion and attraction; job growth and tax base expansion. This position requires public contact with business owners and managers, developers and real estate brokers, the Chamber of Commerce, City Council and other economic development agencies.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Works with staff to develop strategies retaining and expanding local businesses, especially those that have long term growth potential and higher wages in the community.
- Assists and advises businesses locating or expanding in the City by being the first point of contact.
- Assists in the administration of local economic development assistance programs, such as loan and grant programs and works with various agencies on reporting requirements for any agreements.
- Identifies potential grant and loan opportunities, and other funding sources, for local economic development projects, and makes applications in cooperation with the City's Grants Coordinator.
- Works closely with the Shakopee Chamber of Commerce, First-Stop Shop, Greater MSP, the Minnesota Department of Employment and Economic Development (DEED), and other groups to insure a coordinated effort toward development and redevelopment.
- Conducts analysis of competitive business environments and projects to ensure Shakopee's regional competitiveness for high wage jobs.
- In cooperation with the City's Communication Coordinator, works to deliver the City's message about economic development, business retention and expansion, and other programs through social media.
- Develops and maintains positive relationships with city staff, business owners, property owners, developers, lending institutions, and related organizations.
- Works with staff to respond to general inquiries for information on available land, buildings, development opportunities, or proposals for development within the City and facilitates the availability of such information via the City's website and other communication mediums.
- Attends local business meetings and events and take other appropriate steps to maintain a positive working relationship with the local business community.
- Prepares a variety of written memos, reports and studies as required.
- Works on special projects for the Department and the City as assigned.
- Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge of local, regional and state economic development issues and programs.
- Knowledge of economic development and redevelopment techniques and practices.
- Knowledge of business planning and development.
- Ability to analyze needs and solve problems creatively.
- Ability to prioritize work load and manage multiple projects or tasks at a time.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing, with a wide range of individuals in one-on-one, small group and large group settings.
- Ability to make effective public presentations.
- Ability to use common Microsoft Office programs, such as Word, Excel, and PowerPoint; as well as web-based email and timesheet software.
- Ability to effectively utilize mapping, database, website and social media programs.
- Ability to work independently and as a part of a team.

- Ability to establish and maintain positive, professional working relationships internally with co-workers and supervisors and externally with representatives of the media and neighboring jurisdictions.
- Ability to work with the public in a friendly, tactful manner.
- Ability to work flexible hours to attend evening or early morning meetings as required.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Planning & Development Department and other departmental staff.
- Daily contact with the public.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in Business, Public Administration, Finance, Economic Development, Marketing or a related field; three years of related work experience, and a valid driver's license.

Desirable Qualifications

Experience interacting with local government entities. Knowledge of municipal development processes. Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees are required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

PHYSICAL DEMANDS

The normal work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones and other office equipment. The employee is occasionally required to work outside in a variety of seasonal weather conditions and walk a variety of terrains to visit development sites and projects, resulting in occasional exposure to construction noise and dust.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.