

**ECONOMIC DEVELOPMENT SPECIALIST****NATURE OF WORK**

This is advanced professional and administrative work to support the promotion of economic development resulting in benefits to Palm Beach County residents. Direct benefits include diverse employment opportunities and an overall positive public and private sector economic environment.

An employee in a position allocated to this class will serve as a contact point and coordinator for specific entities serving a lead and supportive role in the County's Business Plan. This includes pursuing supportive state, federal and non-government funding in concert with the implementing entity. Work is conducted with minimum supervision. Position reports to the County's Economic Development Coordinator and is reviewed through periodic action update briefings.

**EXAMPLES OF WORK**

Schedules and conducts meetings with entities identified to facilitate goals and actions listed in the County's Business Plan as defined as: government, not-for-profit, private and other groups.

Prepares and presents economic development information in graphic, written or oral form at various meetings.

Provides administrative liaison among various other County, Federal, and local agencies on numerous economic development initiatives and grant projects.

Facilitates the completion of required procedural documentation in order to effect the completion of a project action.

Identifies, acquires and utilizes financial and work related resources to complete assigned tasks contained in the County's Business Plan.

Provides lead and/or support assistance for grant proposal preparation, identification and acquisition of key staff.

Revises resource requirements as programs and projects are completed and goals are achieved.

Monitors, evaluates, updates and amends assigned goals and related action programs in the County's Business Plan. Reports progress to the County Commission through workshops/regular meetings, the quarterly report and appropriate memo updates.

Prepares and presents required project issues to the Economic Development Steering Committee and the Overall Economic Development Program Committee.

Researches and develops long-term objectives, strategies and approaches to general areas such as: Business Incentives; Government Economic Impact and Funding; Government Coordination and Regulations; Education, Job Training and Support Services; and Land Supply Type and Availability.

Researches and prepares studies related to land use, economic base, community and recreational facilities, area housing, transportation systems and related labor market information.

Responsible for gathering, compiling, setting up, preparing and maintaining statistical general data bank information of Palm Beach County's business environment, housing educational, labor and real estate profile for Economic Development presentations, activities and reports.

Performs related work as required.

**ECONOMIC DEVELOPMENT SPECIALIST CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of federal and state programs available for economic development.  
Knowledge of marketing, communication, coordination, people skill techniques.

Substantial knowledge of private sector business/economic requirements or public sector programs/procedures.

Ability to communicate effectively, both orally and in writing.

Ability to organize and assist in the conduct of public meetings, workshops and conferences.

Ability to prepare detailed reports; organize and analyze information and formulate substantive recommendations.

Ability to understand and interpret appropriate information.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree in Business/Public Administration, Marketing, Economics, Urban/Regional Planning/Affairs, Architecture or a related field; three (3) years of professional experience in marketing, economic revitalization, economic planning and/or technology park or university research alliances, or an equivalent combination of related training and experience.

7/2005