

Economic Development Specialist – Job Description

Performs a variety of administrative duties in support of the Economic Development Division; provides over-the-counter information to the public; responds to requests involving business development; prepares necessary correspondence; organizes data in spreadsheets; responds to surveys.

Assists with the analysis, coordination, and/or administration of economic development projects and programs.

Participates in research and development activities, collects, organizes and manages descriptive data in support of countywide economic development efforts.

Identifies and helps to develop strategic relationships with partners or potential partners.

Serves as the webmaster for the county economic development website, gathers current data; writes narratives; organizes changes in web page layout and design; coordinates economic development web page updates.

Maintains economic trend data across the county.

Maintains an updated listing of economic and business development project underway across the county.

Complies and distributes the quarterly printed update and email newsletter for the economic development department.

Coordinates the preparation of economic development communication and marketing materials and resources.

Prepares departmental reports for various groups, committees, commissions, and boards; prepares meeting agendas, summaries, and information packets as needed.

Conducts Geographic Information Systems (GIS) analysis with the assistance of the county GIS manager; creates GIS mapping documents for clients, consultants, and developers; creates mapped data for use with business relocation decisions, staff analysis, and land use decisions; maps data for marketing purposes.

Manages the strategy and planning of conferences, seminars, meetings and special events for the department. Coordinates all amenities and accommodations at the event.

Monitors and controls event budgets and may negotiate necessary contracts following GC Purchasing policies and procedures.

Arranges the full set up - travel, venue negotiations, material set up and registration.

Performs related work as assigned.