



<b>DATE</b>	July 2019
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT ADMINISTRATIVE
<b>Paygrade</b>	

JOB TITLE: Economic Development Specialist  
 DEPARTMENT/DIVISION: Economic Development  
 REPORTS TO: Economic Development Director

**SUMMARY:** The purpose of this position is to assist the Director of Economic Development with website updates, responding to correspondence from Carrollton citizens and businesses, data entries and reports, execution of marketing, processing of entries for accounts payable, cost-impact analysis reports, and other office support duties for the Economic Development Department. Other duties may include assisting with special projects, creating proposals and reports (i.e. replies to RFP's), conducting research, and creating and maintaining data and photo libraries, plus other duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Conducts research, organizes data, and develops special reports for the Director and City Executive Staff. Prepares written correspondence for information requests;
- Writes proposals intended for response to site selectors, the Greater Dallas Regional Chamber of Commerce, and the Governor's Office for Economic Development;
- Prepares PowerPoint and other presentations;
- Manages the preparation of print and digital materials for promotion;
- Works with various City departments and outside agencies to update statistical information on Carrollton and the DFW Metroplex;
- Creates and maintains relevant office files in both digital and hard formats using Excel, MS Word, Co-Star, Salesforce, JobsEQ, Impact DataSource, and other software services;
- Provides administrative support as needed;
- Regularly updates the Economic Development website and uses social media vehicles to promote Carrollton development, collaborating with the City's Marketing Department;
- Answers telephones and accommodates visitors to the Economic Development office;
- Assists in staffing booths at special events by setting up equipment, providing information and positive public relations;
- Creates data and photo libraries to be used for RFP's and other presentations/proposals;

- Represents the City of Carrollton Economic Development Office when necessary at various public events and broker/developer events;
- Any other duties that may be assigned by the Director.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- N/A

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of social media and public relations principles;
- Skilled in managing projects;
- Skilled in analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree or the ability to obtain Bachelor's Degree within 28 months.
- 1 to 2 years of work experience in a similar work environment.
- Valid Texas Driver's License.

**PREFERENCES:**

- Economic Development Experience and/or Certification or Master Degree is preferred. Bilingual in Korean and/or Chinese.

**WORKING CONDITIONS:**

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.