



ECONOMIC DEVELOPMENT TECHNICIAN

DEFINITION

Under general supervision, performs a wide variety of technical and administrative work and problem solving in areas relating to economic and business development, business services, community marketing and development and general administrative services to strengthen, expand and improve the local economy. Provides grants administration support; assists in coordinating grants programs, special projects and studies. Performs other related duties as assigned

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned managerial personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an experienced class that perform the full range of technical paraprofessional work performing a variety of record keeping, community engagement and report preparation activities. Incumbents serve as a resource for grants administration analyses and studies. Works independently, exercise judgement, troubleshooting and initiative. Position, at this level receive only occasional instruction or assistance as a new or unusual situation arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs and projects;
- Assist in developing and implement strategies and programs for business attraction, enhancement, retention and expansion including assistance to local businesses, conducting surveys, providing referrals, and assist businesses with expansion plans.
- Coordinate with City accounting staff on grant, donation, fundraising and other special fund management.
- Maintains specialized databases and systems for recording and tracking grant proposals, awards and related statistical information.
- Assist in writing, submitting and tracking grant request and applications, including letters, proposals, budgets and presentations.
- Assist with staff reports and presentations related to grant program activities and services; performs a variety of public relations and outreach work related to assigned activities.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- City's and the Department's policies and procedures
- Project and or program management, analytical processes and report preparation techniques; municipal programs such as grant administration, finance, budgeting and other related governmental programs.
- Research and reporting methods, techniques, and procedures.
- Applicable Federal, State and local laws, codes and regulations.
- Marketing methods and procedures.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Read, understand, interpret and apply relevant city, county, state and federal statues, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operation guidelines and directives.
- Organize work to meet critical deadlines.
- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Work with frequent interruptions and under the pressure of recurring deadlines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of responsible office support and/or technical experience, preferably in public service, or related field.

Licenses and Certifications:

Possession of a valid California class C driver's license with satisfactory driving record and automobile insurance.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas will be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.