CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: ECONOMIC DEVELOPMENT SPECIALIST I - III

DEFINITION: Under direction, performs difficult and complex analyses related to the planning, delivery and monitoring of economic development programs and activities of the City.

DISTINGUISHING CHARACTERISTICS:

The Economic Development Specialist I is responsible for a major program or function and may have minimal supervisory responsibilities. The Economic Development Specialist II is responsible for one or more major programs and/or functions and has supervisory responsibilities. The Economic Development Specialist III assists with policy level decisions; plans, directs and reviews the work of other professional staff as a section head or division-side, and is responsible for major programs or functions.

EXAMPLES OF DUTIES:

- Establishes and maintains communication and cooperation with a wide variety of groups, organizations and business firms, to further the planning and execution of economic development projects;
- Coordinates efforts of all appropriate City departments required to plan and implement business assistance programs;
- Projects budget and financial requirements to assist business firms and monitors, evaluates and recommends revisions to business assistance programs as required, and serves as a business consultant to such business firms;
- Administers contracts between the City and appropriate Federal agencies involved with economic development;
- Negotiates agreements with business firms and developers;
- Conducts studies and prepares reports and other documents for action by the Economic Development Commission;
- Analyzes and recommends appropriate changes to proposed economic development legislation which may impact upon the City;
- Contacts and encourages business outside the City to relocate within the City;
- Analyzes existing and future financial resources and encumbrances of the City and the impact of economic development programs on these resources and encumbrances;
- Performs other related duties as required.

ECONOMIC DEVELOPMENT SPECIALIST I-III (continued)

MINIMUM REQUIREMENTS:

College graduation with major course work in Economics, Business Administration, Finance, Real Estate Financing and Marketing, Public Administration, or similar course work and two years of administrative or analytical experience in economic development, economic analysis, business analysis, financial management, or real estate, and a valid California driver's license.

A Master's degree in one of the above disciplines may be substituted for one year of the required experience. Additional experience of the type required may be substituted for the education on a year-for-year basis.

HISTORY:

Revision of Classification Specification dated 06/27/80 by adding Grade Level III.
Approval/Adoption Dates: 06/08/81 - Human Resources Department