



CITY OF SUNLAND PARK, NEW MEXICO
POSITION DESCRIPTION

POSITION TITLE: ECONOMIC DEVELOPMENT SPECIALIST		GRADE:
DEPARTMENT: COMMUNITY & ECONOMIC DEVELOPMENT	FLSA STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
APPROVED BY: _____		
City Manager	_____	Date
_____	_____	_____
Human Resources	_____	Date

The following statements are intended to describe the general nature and level of work performed by this position. It is not intended to be construed as an all-inclusive list of responsibilities, duties and skills required of personnel so classified.

PRIMARY PURPOSE:

Provides professional support in the creation of economic development strategies, research and implementation of efforts to attract, retain and grow business and industry in the City of Sunland Park. Position involves completing demands, performing multiple tasks, working to deadlines, work beyond normal business hours and weekends, and responding to customer issues. Frequent travel may be required. Work is performed in a standard office environment in various facilities and outdoors, where various hazards may exist, including uneven ground surfaces, all types of weather conditions, and exposure to varied traffic conditions. Light physical demands; some lifting and moving of supplies and equipment. Frequent to constant use of personal computer.

SUPERVISION AND GUIDELINES:

Works under the general supervision of the Community & Economic Development Director

SUPERVISION EXERCISED:

None

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

As appropriate, works with other City departments and units as well as outside entities in order to create, facilitate or take advantage of economic developments opportunities for the City. Proposes and establishes procedures for facilitation of obtaining applicable permits (in conjunction with City Planners) for such projects within counties and

municipalities; maintains relationships with governmental jurisdictions; coordinates with state and federal agencies to obtain proper permits and licenses and maintain compliance with regulations. Coordinates efforts and information with various City departments to identify, attract, retain and assist business and industry; demonstrated continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service to assist businesses with all required registration and permitting processes. Assist with business registration process. Supports activities related to business recruitment and growth to attract, create, and retain jobs; provides the business community and individual organizations information and assistance to promote and market Sunland Park as a favorable environment in which to establish and build industries and businesses. Researches companies and industries: responses to inquiries and request; prepares marketing materials and packets to include community, economic, statistical, financial, demographic, and other site-specific information to dissemination to potential clients. Gathers information and prepares packet for distribution regarding economic development incentives and agreements; exercises independent judgement within general policy guidelines to meet established goals, objectives and directives; reviews and recommends project plans, reports, and procedures, assures project deadlines and performance standards are met. Evaluates and analyzes City codes, policies and issues to recommend and implement revisions or solutions within scope of authority; assures compliance with all laws, policies, regulations, timelines and goals; interprets statues and regulations: coordinates programs with local, state, federal and regional agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

General Knowledge of: City, state and federal statues, rules, codes, and regulations and programs relating to economic development principals, practices, and implementation methods including business development, redevelopment and local government financial incentives for business, film, tourism, and economic development; area resources, physical locations, and developing and implementing marketing plans; policies, rules and regulations governing the conduct and safety of persons using municipal facilities, programs and equipment; propose, use and benefits of community programs and activities; community resources and support agencies; principals and techniques of records and programs management; personal computer, and standard business software applications; City policies and procedures to successfully meet established goals and objectives. Knowledge of cross border business operations, including economics, licensing and permitting requirements is desirable.

Skills in: performing duties in an organized, detailed-oriented manner; analyzing issues evaluating alternatives, and making logical recommendations based on findings to address issues and develop processes to meet needs; recognizing, capturing, and cataloging business and economic development opportunities; operating a personal computer with installed generic and specialized software; preparing and presenting information in a clear and concise manner.

Ability to: assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal and written forms to groups and individuals of varied backgrounds; express oneself clearly and concisely orally and in writing; establish and maintain effective and appropriate working relationships with city employees, elected officials, members of other organizations and agencies, and the public; use initiative and independent judgment within established procedural guidelines; evaluate, revise, develop, recommend, and implement programs and procedures; prepare and present various special or recurring reports containing findings and recommendations; perform a wide variety of duties and responsibilities timely and with accuracy to meet time-sensitive deadlines and to ensure achievement of City goals and objectives.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

1. Bachelor's degree in Economic Development, Urban or Regional Planning, Business or Public Administration or related field.
2. Two (2) years related professional experience. A combination of education, experience, and training may be applied in accordance with City of Sunland Park policy.
3. Relevant public-sector experience preferred.

LICENSE AND CERTIFICATES

1. Valid driver's license required; Position requires an acceptable driving record in accordance with City policy.

ENVIRONMENT AND PHYSICAL FACTORS:

ENVIRONMENTAL FACTORS

Work is performed in a standard office environment in various facilities and outdoors, where various hazards may exist, including uneven surfaces, and all types of weather conditions and exposure to varied traffic conditions.

PHYSICAL FACTORS

Light physical demands, some lifting and moving of supplies and equipment. Frequent to constant use of personal computers.

WORK FACTORS

Position involves competing demands, performing multiple tasks, working to deadlines, work beyond normal business hours and weekends, and responding to customer issues. Frequent travel may be required. Position is subject to drug testing in accordance with applicable State and Federal regulation and City of Sunland Park policies

POSITION TITLE: Economic Development Specialist

I have read and understand the position description and confirm that I am able to perform the essential functions, duties and responsibilities as described above. I understand that this is not an employment contract and this document is subject to revision as needed.

Employee's Signature

Date

Print Name

Supervisor's Signature

Date