



**Job Title:** Economic Development Specialist  
**Department:** Economic Development and Public Affairs  
**Reports To:** Public Affairs Manager  
**Salary Range:** \$26.26 - \$39.40  
**Hiring Range:** \$26.26 - \$32.83

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 8/22/2016	<b>Revision Dates:</b> 07/01/22	

**JOB SUMMARY**

Under the general supervision of the Public Affairs Manager serves as the liaison for new and existing businesses developing and growing in the Town of Sahuarita. The position supports the planning and implementation of programs that further the Town’s economic development and place making strategies and goals. The position is responsible for analyzing trends and economic markets, strengthening relationships with key industry, supporting sales presentations and prospect tours, and building resources that support small business development.

**ESSENTIAL FUNCTIONS**

- Acts as the primary point of contact to prospective businesses and local businesses by responding to request for information from business prospects, existing businesses, and residents.
- Coordinates activities and provides guidance, identifies the required steps in the site selection process, and ensure communication of those steps to prospective businesses.
- With input from the Director, organizes, monitors, and supports ED programs to further the Town’s strategic goals for Economic Development. When required, coordinates with other Town Departments and staff to achieve the desired results.
- Develops and maintains small business programming and entrepreneurial programs on behalf of the department. Serves as the liaison for small businesses and entrepreneurs in the community.
- Supports the implementation, and management of professional services contracts with the Green Valley Sahuarita Chamber of Commerce, Small Business Development Center, UA Tech Parks, and other organizations providing technical start-up and commercialization support.
- Assist with the implementation of workforce development programs in the community in partnership with local, regional, state agencies and non-profits. Partnerships include the Sahuarita Food Bank and Community Resource Center, Pima County One Stops, Pima Community College, and the University of Arizona.
- Conducts statistical, analytical and market research on economic and development trends, and develops supporting reports. Analyzes data pertaining to development, land use, building and land ownerships, population, demographic conditions, and future projections. Provides guidance and recommendations accordingly to the information gathered.
- Assist the Director with identifying, developing, and administering local, state, federal and foundation grants in support of economic development initiatives.
- Works closely with the Arizona Commerce Authority, Sun Corridor and UA Tech Parks to further business attraction activities and tech start-up/commercialization.



- Creates and maintains a quality network of industry contacts, business owners, consultants, company decision makers and real estate professionals.
- Makes presentations to community and civic groups, businesses and the public as assigned, and on occasion travels out-of-state to industry specific events.
- Represents the Department on local, regional, and state associations such as the Arizona Association for Economic Development and others relevant to advancing the goals of the department.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.
- Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.

### **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Principles, procedures, and strategies of economic and community development, planning and zoning, demographics, economic trends, forecasts, and impacts, and related principles and practices.
- Principles and practices of public outreach, program planning, and events coordination and management.
- Exercise considerable independent judgment and initiative in combining a broad scope of professional planning and economic development knowledge and sophisticated, analytical judgments to solve a variety of complex, technical problems. Responsible for overall management of economic development project activities.
- Prepare oral, written, and graphic reports, project status reports, brochures and pamphlets, maps, and related planning and economic development documentation.
- Communicate effectively and establish and maintain working relationships with developers, regional partners, local businesses, and employers.
- Establish and foster a cooperative intra-departmental relationship.
- Deal with highly confidential situations.
- Maintain a highly professional demeanor.
- Provide a high level of customer service.
- Exercise initiative and independent judgment.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Economics, Geography, Marketing, Planning, Business or Public Administration, Communications, or closely related field. Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Director.
- Two (2) years related such as practice with principles and programs of business attraction and development, small business and entrepreneurial development, public outreach, program



planning and management, research, and statistical analysis or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **REQUIREMENTS**

- Valid Driver's License required.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT**