

ECONOMIC DEVELOPMENT ASSISTANT
PART TIME
Pulaski County

Department: Economic Development

Reports to: Economic Development Director

Supervision Exercised: None

Supervision Received: Work is performed with daily instruction and supervision.

Classification (FLSA): Non-Exempt, Part-Time Temporary/Seasonal Position

Work Hours: Monday thru Friday, (varied hours) less than 30 hours per week

ESSENTIAL FUNCTIONS: The Economic Development Assistant is responsible for assisting with the encouragement of business investment and the creation of new job opportunities in the community. Essential functions may include: recruiting new business and industry; conducting market research and promotional strategies.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Assists with industry visitation program in support of existing employers
- Assists with administering local assistance to existing and prospective employers
- Assists with developing and marketing industrial property (industrial parks, specific sites and shell buildings)
- Assists with relocation programs
- Assists existing firms asking for financial help in receiving resources by writing grants
- Assists with telephone responses and inquiries from prospective firms interested in locating in Pulaski County
- Assists with preparation of marketing information for distribution to interested businesses and industrial firms
- Assists Director with coordinating with engineers, inspectors, contractors, and other officials and business/industry executives on project development
- Assists with responses to new industry prospects with professional and creative inducement proposals
- Assists with prospective industries' visits to Pulaski County
- Assists with reviewing and developing long range strategic economic development marketing plans, while offering new or revised objectives, goals, and methodology

- Assists with applications for and administers grants and loans related to economic and industrial development, development of industrial properties and other projects as assigned
- Responds to citizen concerns
- Assists with land-use tools such as the comprehensive plan, subdivision ordinance, zoning ordinance, and agricultural and historic preservation incentives which are consistent with the County's long range strategic economic development marketing plans and goals
- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

KNOWLEDGES, SKILLS AND ABILITIES:

- General knowledge of modern principles and practices of economic development and public and business administration and possess familiarity of current businesses within the community
- Ability to prepare clear and comprehensive financial and administrative reports
- Ability to maintain effective working relationships with county officials, industry executives, and the general public
- Ability to use Arcview GIS and internet based information

ADA REQUIREMENTS: The position requires constant use of the visual and auditory senses, as well as dexterity required to operate keypads, push buttons, and switches. Also requires the ability to use a variety of construction tools and testing equipment. Requires the abilities to sit at a desk and operate computer and other devices; read and write and to exchange information; walk, squat, kneel or bend to file papers; lift and carry up to 50 pounds; traverse steep terrain and stairs; work independently in the absence of specific instruction; and to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE:

- Assistant must be currently working towards or possess a Bachelors' Degree or equivalent experience with major course work in business, marketing, finance, public administration, or a related field
- Possess computer skills necessary to develop spreadsheets and general GIS functions
- Be able to administer grant programs
- Possess outstanding interpersonal skills

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures.

Employee: _____

Date: _____