

**THE CITY OF GROTON
POSITION DESCRIPTION
PART TIME ECONOMIC DEVELOPMENT SPECIALIST**

Position Title: Part Time Economic Development Specialist
Department: Planning and Zoning
Reports to: City Planner
Union: Non-Union
FLSA Status: Non-Exempt
Approved By: Mayor
Approval Date: October 27, 2016

SUMMARY

The Part Time Economic Development Specialist, under the direct supervision of the City Planner and general direction of the Economic Development Commission, is responsible for providing professional duties related to the economic development of the City's private and public sectors. Position provides primary assistance to the Economic Development Commission, in the area of developing and implementing programs designed to encourage and optimize investment in the City of Groton, resulting in tax base growth, additional employment opportunities, fewer commercial vacancies and enhanced appearance, marketability and function of the City's commercial, mixed use, industrial and business areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Design, implement and monitor the success of all City Economic Development programs such as small business assistance programs, marketing initiatives, outreach, loans/grants, including drafting policies and procedures for business assistance and promotion programs.

Review and update City's data base of commercial/business properties on a regular basis and develop method of maintaining it. Provide site information to businesses considering locating in the City.

Develop and maintain positive relationship with the local business, development, and real estate community including initiating and maintaining a regular business visitation program.

Assist applicants with the land use planning and building permit process, providing interface with appropriate staff and Boards and Commissions to ensure a smooth application process.

Assist existing employers and investors with expansion plans at City of Groton locations.,

Analyze and identify. site, location, physical, financial deficiencies which hinder economic development; and develop strategies to eliminate or mitigate the deficiencies.

Develop and maintain an inventory of business programs, incentives and assistance available at the City, Town, Region, State and Federal levels.

Provide assistance with loan packaging and applications for grants/assistance under various government programs, such as Enterprise Loan Program Revolving Loan and various tax credit programs.

Create and distributes information flyers, booklets, marketing reports and other promotional materials supporting economic development initiatives and business incentive programs.

Prepare or assist in the preparation of applications for grant programs and assistance from Federal, State and Regional funding sources.

Develop, implement and update a marketing program for the City, including database management; GIS mapping; and a variety of other duties related to developing marketing and promotional materials for business retention and expansion, and business recruitment.

Drafts plans and makes recommendations for City-owned properties and activities associated with City-owned properties and/or operations.

Represent the City of Groton at appropriate meetings, events, conferences.

Serve as staff to the Economic Development Commission, prepare agendas, minutes and keep records as necessary.

Perform all other work related duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree with major work in Economics, Public Administration, Planning, Finance or related field and two (2) years related work experience, or satisfactory equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience and knowledge of economic and community development or other allied field including planning, real estate development and management.

Knowledge of the principles and practices of economic and small business development, Federal and State grant-in-aid program and municipal government structures.

Knowledge of IT, social media and basic software programs required for business communication, including, but not limited to, Microsoft office, access, google calendar, google docs, PowerPoint, excel.

Ability to complete complex research and prepare meaningful reports including promotional/marketing materials.

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective relationships with investors, contractors, architects, building owners, neighborhood groups, government officials, superiors, peers and the general public.

Ability to operate a motor vehicle in the State of Connecticut.

LANGUAGE SKILLS

Ability to read, speak and write the English language.

PHYSICAL DEMANDS

Must be in good physical condition. The physical demands described are representatives of those that must be met by an employee to successfully perform the essential functions of this position. The employee is frequently required to sit, walk, climb, talk and/or hear, use hands and fingers, handle and/or feel. The employee must frequently lift and/or move up to ten (10) pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING ENVIRONMENT

The working environment is usually in an office setting with minimal noise. Field inspections in a variety of conditions and weather are required such as exposure to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock and vibration.

This is a new position funded as a part time position for 19 hours per week. There are no benefits associated with this position.