



## CITY OF UNION Job Description

**POSITION TITLE:** Economic Development Specialist

**DEPARTMENT:** Community Development  
**IMMEDIATE SUPERVISOR:** Assistant City Administrator

### **Job Summary**

The employee performs advanced administrative support and works on assigned special projects under the direction of the Assistant City Administrator as they pertain to Community Development. Provides marketing and communications support for the City via social media and website. Assists with business attraction, expansion, and retention.

### **Principal Duties and Responsibilities**

- Designs and organizes city communications through reports, brochures, newsletters, social media, and the website.
- Coordinate/create video, photography, and similar graphic design content.
- Work with other City departments as necessary to assist and complement their outreach efforts.
- Assist with facilitating business attraction, expansion, and retention and the City's efforts to broaden our retail, commercial, and industrial base.
- Build relationships with prospective businesses, site selectors, economic development partners from the region and State, and maintain confidentiality regarding potential projects.
- Administer the City's business licenses. Assist customers with business license applications, provides information pertaining to license regulations, and the resources available to customers interested in starting a new business.
- Respond to Requests for Information from State Officials or potential business prospects. Assist potential new businesses through the site selection process; provide appropriate economic and demographic data as requested.
- Assist with applying for state and federal grants.
- Assist with the planning and coordination of special events, including the Farmer's & Artisans Market, Bicentennial, and similar annual or reoccurring events.
- Maintain building and site location inventory system.
- Maintain the financial records, prepare the minutes, agendas, and support materials for the Union Development Corporation.

### **Minimum Education, Experience and Certification Requirements**

- High School Diploma or GED.
- A bachelor's degree or comparable job experience in a related field is preferred.

### **Skills, Knowledge and Abilities**

- The ability to multi-task is essential. Must be able to resume work on a project after multiple redirects and interruptions. Interpersonal relations are critical to this position, including interoffice and the general public. Advanced computer skills, including the Office™ suite, Adobe™, web-based GIS and website software. Must be able to maintain confidential and sensitive material.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in mostly office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sitting for extended periods of time; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand, walk, or be mobile.

- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- On occasion outside work must be performed in hot/cold/windy conditions.