ECONOMIC DEVELOPMENT ANALYST - CRA

DEFINITION

Under general supervision to support the daily operations of the Economic Development Department; to perform administrative duties and technical work involved in economic development and redevelopment; to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and work level in the Economic Development Analyst series. Incumbents in this class perform the more routine administrative duties.

EXAMPLES OF DUTIES

Collects, analyzes, and presents technical and non-technical data in narrative form for use as reports or other documents; writes correspondence; answers inquires and responds to complaints; participates in preparation and presentation of project information meetings; interprets City policies; represents the City's position at meetings; performs field studies and surveys; coordinates assigned work between departments and other groups, organizations, and agencies; participates in and contributes to the development of Department and City-wide policies and procedures; makes regular site visits to local businesses and participates in completing marketing materials.

EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of economic development.
- Redevelopment and land use planning.
- Community design principles.
- Real estate principles.
- Research methods and procedures.

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EMPLOYMENT STANDARDS - (cont.)

Ability to:

- Research and analyze program problems.
- Develop action plans and recommendations.
- Evaluate the financial feasibility of proposed economic development and redevelopment projects, including proforma analysis.
- Research, collect, and analyze information related to economic development functions.
- Prepare a variety of reports and presentations.
- Effectively represent the economic development functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in business or public administration, urban planning, or closely related field.

Work Background: Some experience in the area of planning or economic development is desirable.

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