

City of Fort Worth, Texas Job Description

Classification Title	Economic Development Specialist		
Job Code:	PR1480	Job Family:	Professional
Pay Grade	609	Date Reviewed:	07/09/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Identifies and develops entrepreneurial training programs and supporting events/services. Identifies and manages contracted services for internal and external clients; supervises administrative staff, partner collaborations, volunteers and community outreach; and ensures adherence to policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in overall strategic planning, development and management of standard operational policies, procedures and goals.
3. Develops and manages programming events, special projects and services. Develops materials and curriculum; identifies presenters; and evaluates overall program effectiveness.
4. Identifies and attends community events. Meets with groups, entities and individuals to promote programming, develop partnerships and solicit sponsorships.
5. Facilitates and instructs business training sessions. Counsels potential or current business owners; and facilitates internal/external meetings.
6. Provides back up support for Facility Management, as needed.
7. Attends and participates in select workshops, conferences and training to better provide needed entrepreneurial programs.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of supervision, training and evaluation.
 - Principles and practices of business operations.
 - Departmental policies and procedures.
 - Human Resources operations, rules and regulations.
- **Skill in:**
 - Strategic planning.
 - Computers and applicable software.
 - Analysis.
 - Tact and diplomacy.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Supervise, motivate and direct the work of subordinates.
 - Enforce departmental policies and procedures.
 - Facilitate and instruct training sessions.
 - Attend and participate in meetings and workshops.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree and two years of related experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.