

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Economic Development Strategist	Job Family: 2
General Classification: Management	Job Grade: 33

Definition: To assist with the planning, coordinating, and implementation of various economic development projects and programs within the City and to provide responsible technical and administrative support to the Economic Vitality Manager and other staff with respect to economic development.

Distinguishing Characteristics: Receives general direction from the Economic Vitality Manager.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Preparation and presentation of reports to the Downtown Committee, Visual Arts Committee, and City Council.
2. Liaison with the Chamber of Commerce and Downtown Business Association.
3. Preparation of the business newsletter.
4. Managing contracts and consultants.
5. Working with brokers, property owners, and businesses to facilitate business attraction and retention.
6. Managing the Downtown Parking Operations and Maintenance Assessment District.
7. Renewing annually the Downtown Business Improvement Assessment Districts.
8. Prepare media publications and promote economic development through special publications, social media, and the website.
9. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of local land use planning, economic development, redevelopment, real estate financing; understanding of City government, structure, and processes; and possession of strong analytical and negotiation skills.

Ability to: Interpret and evaluate complex economic development and revitalization issues; provide excellent customer service; ability to coordinate a variety of complex tasks and

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assignments simultaneously; work independently or as part of a team; excellent verbal and writing skills; skilled with computer programs; talent for networking and enjoying business development and community activities; ability to establish and maintain effective working relationships with local businesses, brokers, property owners, community groups, committees, advisory groups, and other City departments; and knowledge of the community.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A knowledge of local government principles, issues, and processes is expected, and a minimum of three years experience in project planning and development, community development, marketing, land development and/or economic development programs is required. A bachelor's degree in economics, business administration, geography, urban planning, or a related field is required. A master's degree in these fields may be substituted for one year of required experience. Local government experience is highly desirable.

Established: June 1987

Revised: March 23, 2023

HRD/CLASS SPECS

.Economic Development Strategist