INVITES APPLICATIONS FOR THE POSITION OF:
Economic Development Specialist

An Equal Opportunity Employer

**SALARY:**
- $29.68 - $36.08 Hourly
- $2,374.15 - $2,886.00 Biweekly
- $5,144.00 - $6,253.00 Monthly
- $61,728.00 - $75,036.00 Annually

**OPENING DATE:** 06/07/19

**CLOSING DATE:** 06/21/19 05:30 PM

**DESCRIPTION:**
Effective July 1, 2019, this position will receive a 2% Cost of Living Adjustment (COLA) with a new salary range starting at $5,247 to $6,379 per month or $62,964 to $76,548 annually.

Do you have a passion for excellence? How about a commitment to best practices and a desire to attract and retain quality businesses to the City of Vista? If so, come join our fun, fast paced, creative and dynamic work environment!

**DEFINITION**
Under general supervision, to support the general operations and administration of the Economic Development Department with activities related to proactive business attraction, retention and expansion; acts as liaison to outside local, regional, state and federal economic development agencies and organizations; performs related duties as required.

**CLASS CHARACTERISTICS**
The Economic Development Specialist reports to the Economic Development Director. Positions in this class have considerable independence in selecting work methods from a variety of standard methods or procedures. Incumbents are expected to resolve the more difficult issues confronted through the application of judgment, precedent and research of rules and regulations, referring only those which involve the establishment of new procedures or which involve solutions which are inconsistent with departmental procedures and policies to the Economic Development Director.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**
Coordinates a variety of activities related to business development, expansion and retention; reviews, understands, analyzes, and evaluates various complex documents as a part of the preparation to recommend business plans for approval; coordinates economic development activities with other city departments, divisions, and outside agencies; develops small business assistance plans; acts as liaison to outside local, regional, state and federal economic development agencies and organizations; develops staff reports; coordinates and facilitates meetings with local businesses and associations; develops marketing materials, prepares reports, speeches, and presentations; attends meetings of the City Council, and other boards, commissions, and committees, as required; answers inquiries by telephone or in person to accurately provide information requested or refers people to the proper source of information;
serves on assigned committees, community groups and task forces; conducts committee meetings; develops and maintains an efficient record keeping system; maintain accurate records; and performs additional duties as assigned.

QUALIFICATIONS AND KNOWLEDGE, SKILLS & ABILITIES:

EDUCATION/EXPERIENCE
Any combination of training, education, and experience that demonstrates an ability to perform the duties of the position.

A typical qualifying background would include college coursework in public or business administration, or a closely related field, and at least one year of technical level experience performing varied responsible economic development activities, including special events. Other qualifying experience may include government/business relations, marketing, and public relations. A Bachelor's Degree in Business/Public Administration or a related field is preferred.

LICENSES OR CERTIFICATIONS
A valid Class C California driver's license with a satisfactory driving record is required.

KNOWLEDGE OF:
State and local laws affecting economic development; principles and practices of developing, implementing and improving economic development programs; principles and practices of business and financial management; effective public relations techniques; current computer software programs as they relate to economic development; basic math and accounting principles and principles and practices of customer service.

SKILL IN:
Safely operating a motor vehicle while observing legal and defensive driving practices.

ABILITY TO:
Establish, maintain, and foster effective, positive relationships with business and community leaders, public officials, coworkers, and others contacted during work; apply and explain applicable municipal laws, codes, policies, and regulations; communicate clearly and concisely, both orally and in writing; present ideas and concepts persuasively in speaking before groups; conduct committee meetings; plan, organize, prioritize and coordinate projects with minimal supervision and direction to meet deadlines; maintain accurate records; understand and carry out oral and written instructions; utilize computer software programs, especially as it relates to economic development activities.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, the employee is regularly required to communicate effectively verbally and in a written manner; observe and interpret data, and analyze and solve problems. The employee must be able to work indoor office environments/outdoor in the field environments (depending on position). The employee may have to move up to 50 lbs. and transport up to 10 lbs. objects frequently (depending on position). Vision abilities required by this job include the ability to detect, determine, perceive, identify, estimate, and assess work related objects and/or work products based on position specific designated tasks. The employee may be required to work overtime to complete assignments. Must be able to work a flexible schedule; Work assignments will require a flexible schedule including weekends, holidays and split shifts. Use of personal vehicle during employment may also be required. Travel is also required within and out of City limits to attend meetings.

APPLICATION PROCEDURE:
A City application form and supplemental questionnaire MUST be submitted and received by the closing date. Please apply online at www.cityofvista.com. All other employment inquiries can be directed to the City of Vista, Human Resources Office, 200 Civic Center Drive, Vista, CA 92084. Telephone: (760) 726-1340.

**SELECTION PROCESS:**
Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. Examinations for the position may consist of any combination of written, performance, and oral exams to evaluate the applicant's skill, training, and experience for the position. Successful applicants will be placed on an eligibility list. The City may also merge lists. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, drug screen, and fingerprinting.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.

**The City of Vista is an Equal Opportunity and ADA compliant employer. All qualified candidates are welcome to apply!**

**SCHEDULE OF EVENTS**
Friday, June 21, 2019 5:30 p.m. - Recruitment Closes
Thursday, July 11, 2019 - Initial Interview Panel
*Please note, all dates and/or timeframes are subject to change.*

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**Economic Development Specialist Supplemental Questionnaire**

* 1. ATTENTION APPLICANTS: Copying and pasting duplicate answers and stating "See resume" and/or "see previous answer" are not acceptable to the questions below. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Please acknowledge your understanding by selecting "Yes".

- Yes
- No

* 2. Which best describes your level of education?

- High School
- Some College
- Associate's Degree
- Bachelor's Degree
- Master's Degree

* 3. How many years of FULL-TIME technical level experience do you have performing a variety of responsible Economic Development activities, including special events?

- Less than one year
- 1 - 2 years
- 3 - 4 years
☐ 5 or more years
☐ None. I do not have any experience in this area.

* 4. Describe your experience serving as an official liaison for an agency or company. Specifically, describe any experience you have had serving as a liaison between a government agency and local business or serving as the official representative at meetings. Please include any experience you have had handling complaints and/or performing conflict resolution.

* 5. Describe your experience developing and implementing promotional activities and special events.

* 6. Describe your experience performing community outreach and program management.

* 7. Describe your experience writing various reports, including City Council reports, or preparing written documents. Please include the types of reports and/or supporting documents you have prepared and for whom and what purpose.

* Required Question