

Economic Development Specialist

The Lorain County Board of Commissioners is accepting applications for an Economic Development Specialist for the Community Development Department. A Bachelor's degree in Economic Development or Public or Business Administration preferred. Knowledge of computer programs, grant writing, finance, ability to research and interpret complex technical materials, business plans, financial and credit reports are some of the essential skills required for this position.

Lorain County is an equal opportunity employer and will make reasonable accommodations for qualified applicants with disabilities. Submission of the County Employment Application is required. Applications will be accepted at: **Personnel Dept. – ATTN: Brenda Varady**, Lorain County Administration Building, 226 Middle Avenue, Elyria, Ohio 44035 or visit www.loraincounty.us.

CLASSIFICATION SPECIFICATION
LORAIN COUNTY
An Equal Opportunity Employer

TITLE: Economic Development Specialist
CLASS NO: 54311

Page 1 of 2

JOB RESPONSIBILITIES: Under direction, assists Economic Development Director with the coordination and development of economic development plans for Lorain County; develops strategies and marketing plans to attract and retain businesses; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is:

Completion of a post secondary education with a Bachelor's Degree in Business Administration, Public Administration, Economics, Planning or related discipline plus three (3) years related experience in private industry or public sector and/or any combination of the above education and experience.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: (Minimal necessary to perform duties (* indicates developed after employment)).
30%	(1) Assists Director in coordinating and developing economic development activities of the county; designs, coordinates, and evaluates research materials to develop a profile of county development opportunity assets and identify potential compatible businesses and firms; analyzes data utilized in the preparation of detailed reports on economic development activities; conducts feasibility studies to aid in economic development presentations.	(1) Knowledge of (a) Economic Development, (b) Lorain County business community, (c) marketing, (d) government structure and process, (e) research techniques, (f) federal and state development programs; ability to (g) define problems, collect data, establish facts and draw valid conclusions, (h) calculate fractions, decimals and percentages, (i) prepare meaningful, accurate and concise reports, (j) gather, collate, and/or classify information on data, people or things, (k) establish a good rapport with elected officials and the business community.

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Page 2 of 2

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS AND ABILITIES: (Minimal necessary to perform duties (* indicates developed after employment).
30%	(2) Assists with planning for long term economic growth; prepares informational releases for various media to publicize potential sites for development and/or facility prices along with other appropriate economic development information; develops marketing programs to attract and retain business; makes recommendations regarding county policies and procedures which impact on economic development; assists real estate and economic development personnel with presentations.	(2) Knowledge of (a), (b), (c), (d), (e), (f), (l) planning, (m) real estate practices; ability to (g), (h), (i), (j), (k).
25%	(3) Receives and prepares grant applications; ensures that all necessary documentation is included with applications; receives and reviews a variety of printed materials regarding economic development activities; ensures that current practice, rules and regulations regarding economic development are incorporated into work unit procedure.	(3) Knowledge of (a), (b), (c), (d), (e), (f), (l), (m); ability to (g), (h), (i), (j), (k).
15%	(4) Assists with scheduled public relations activities; serves as liaison between county government and various agencies offices, businesses and industries, etc. to incorporate their input and support into development planning.	(4) Knowledge of (a), (b), (c), (d), (e), (f), (l), (m), (n) public relations; ability to (g), (h), (i), (j), (k).
	Other duties as assigned	

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