

CAREER OPPORTUNITY

CITY OF BRISTOL, TENNESSEE

Position: Economic Development Specialist

Closing Date: Until filled

Salary: \$60,475.70 – 75,594.63 DOE

GENERAL DESCRIPTION OF DUTIES

Under the direction of the Director of Economic Development, the purpose of the position is to promote Bristol as a viable option for the location of business/industry and to aid existing businesses to maintain and expand in Bristol. The position works with the Bristol Industrial Development Board and assists NETWORKS Sullivan Partnership and Bristol Tennessee Essential Services with economic development activities related to Bristol. Employees in this classification administer various programs related to economic development and are responsible for the preparation of plans related to Redevelopment District designation, Tax Increment Financing Project approval and grant applications such as Tennessee Department of Economic and Community Development Grants and Tennessee Department of Transportation Industrial Access Road Grants. Employees in this job classification are responsible for maintaining liaison with local, state and federal agencies and their staff related to economic development. This job classification also works with issues related to small business development, industrial site development and maintains relationships with existing industry. Employees should have a working knowledge of the various grant application requirements and state and local regulations impacting business development and operation. Performs related work as directed.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans strategies to attract new businesses and encourage expansion and retention of existing business and industry to promote a stronger economic base.
- Identifies and targets businesses and industries to the City.
- Promotes Bristol as a viable option for the location of business/industry by contacting regional, national and international businesses.
- Works closely with the Bristol Tennessee Industrial Development Board.
- Encourages and assists existing businesses to maintain operation and expand within the City.
- Represents the City at meetings, presentations, trade shows and through development of proposals, presentations and promotional materials.
- Assists in the maintenance of materials for web page(s) related to economic development and the economic development activities within the City.
- Works with City officials and management to ensure coordinated economic development activities.

- Coordinates City economic development activities with NETWORKS Sullivan Partnership, the Chamber of Commerce, BTES, Explore Bristol, other City departments, other governmental agencies, private enterprises, civic groups and the general public.
- May coordinate activities with other local agencies addressing workforce development and training issues.
- Assists in the development of policies and procedures; and evaluates program effectiveness.
- Ensures and encourages compliance with the City adopted safety policies and procedures.
- Assists in the preparation and administration of the economic development budget.
- Performs related duties as needed or assigned.

MINIMUM TRAINING AND EXPERIENCE

- Requires a bachelor's degree, preferably with advanced degree, in Business, Project, or closely related area and two years of economic development experience; experience with a local government is preferred; CEcD and TCEcD attainment are preferred but not required, or any equivalent combination of training and experience which would provide the following knowledge, skills, and abilities:
- Thorough knowledge of effective principles, practices, methods, and techniques of municipal economic development.
- Thorough knowledge of business concerns, needs, practices, and markets and relocation needs and initiatives.
- Knowledge of the techniques and principals of public relations, external community image building, and marketing.
- Knowledge of state and federal agencies and their respective roles in economic development.
- Knowledge of municipal long-range planning and needs for improvement of the economic base.
- Knowledge of private sector financing and incentive strategies.
- Ability to plan, coordinate, direct, and motivate the work of professional and administrative staff.
- Ability to travel, meet with company representatives and discuss knowledgeable issues and business needs related to their relocation or expansion of operations.
- Ability to prepare and present oral and written reports and recommendations following necessary research and investigation.
- Ability to establish and maintain effective working relationships with City and State officials and private sector executives and business representatives.
- Detail orientated with ability to organize and maintain project related files.
- Knowledge of project budgeting and finance.
- Excellent work history and attendance record.
- Must possess and maintain a valid driver's license.
- Excellent interpersonal skills.
- Understanding civil engineering plans and project management is helpful.

**To be considered, candidates must complete an online application at:
<http://bristoltn.gov/jobs.aspx>.**

THE CITY OF BRISTOL TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER. OUR GOAL IS FOR OUR WORK FORCE TO BE REPRESENTATIVE OF THE WORKING POPULATION OF BRISTOL, TENNESSEE. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, AGE, VETERAN STATUS, SEXUAL ORIENTATION, OR DISABILITY IN ALL MATTERS PERTAINING TO EMPLOYMENT AND PROMOTION; WE WILL NOT TOLERATE DISCRIMINATION ON THE PART OF MANAGERS OR SUPERVISORS. WOMEN, MINORITIES AND THE DISABLED ENCOURAGED TO APPLY. ALL APPLICANTS SUBJECT TO BACKGROUND CHECK, PHYSICAL EXAMINATION AND DRUG SCREENING.