

**BOARD OF SUMTER COUNTY COMMISSIONERS  
JOB DESCRIPTION**

**JOB TITLE:** Economic Development Specialist

**DEPARTMENT:** County Administrator

**DIVISION:** Economic Development

**GENERAL DESCRIPTION:**

Advanced specialized work providing support to the Economic Development Director. Provides administrative, and technical support in the administration of all activities of Economic Development including business retention and expansion, business recruitment, and property development/redevelopment.

**ESSENTIAL JOB FUNCTIONS:**

1. Assist in the preparation of regular status reports for the County Administrator regarding economic development activities and opportunities.
2. Monitors the progress of economic development programs and various local economic indicators.
3. Supports the Economic Development Director in recruiting and retaining agri-business and industry in Sumter County.
4. Maintains the site inventory database for all industrial and other designated property.
5. Prepares and submits regular informative communications with existing targeted industries per direction of the Economic Development Director.
6. Conduct regular site visits to county businesses and targeted industries to monitor business needs per direction of the Economic Development Director.
7. Gathers statistics, reports and exhibits. Researches and analyzes data. Makes presentations and recommendations to the Economic Development Director as needed.
8. Maintains the content of the websites for Economic Development.
9. Assist the Economic Development Director with short and long range agri-business and industrial marketing plans.
10. In case of emergency or crisis situation (hurricane, flood, etc.) position is required to respond/perform recovery duties as assigned by immediate supervisor.
11. Employees hired on or after February 1, 2016, must be a tobacco-free person, both on and off the job, for at least 1 year immediately preceding application and maintain same tobacco-free status throughout the term of employment.
12. Maintains regular attendance including attendance at day and night meetings.

*[These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.]*

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of economic development functions and organization.
- Knowledge of business English, spelling, and punctuation.
- Knowledge and experience with comprehensive planning and land development regulations, policies, rules and statutes to operate at a proficient level.
- Skill in typing, filing and records research techniques.
- Skill in operating computers and various office equipment.
- Ability to acquire sufficient knowledge of the processing of applications for development approval and permitting and of development inspections to operate at a proficient level.
- Ability to read site plans and legal descriptions, to use a variety of maps and map scales, to interpret map data, and convey that information to the public
- Ability to read and/or prepare a variety of forms and documents using proper format.
- Ability to understand and follow complex polices, laws, and directives.
- Ability to establish and maintain good working relationships with government officials, division directors, department heads, employees, business professionals and the general public.
- Ability to follow oral and written instructions.
- Ability to follow through on designated tasks.
- Ability to communicate effectively both orally and in writing.
- Ability to multi-task within an environment of shifting priorities and deadlines.

**EDUCATION AND EXPERIENCE:**

- Graduation from an accredited college or university with an Associate's degree in Business Administration, Marketing, or closely related field.
- Two (2) years experience in a progressively responsible position in economic development, public administration, business administration, or a closely related field.

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

- Valid Florida Driver's License and a driving record acceptable to insurance provider.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable vision (with or without correction)
- Acceptable hearing (with or without correction)
- Ability to operate a motor vehicle
- Ability to access file cabinets for filing and retrieval of data.
- Ability to communicate using speech, hearing and vision skills.
- Ability to enter data into a computer.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.
- Works outside for field inspections and site visits periodically.

**Reasonable accommodation will be made for otherwise qualified individuals with a disability.**

FLSA Non - Exempt Status

10/24/17