

# St. Johns County: Economic Development Specialist

St. Johns County seeks an Economic Development Specialist to perform a variety of professional economic development duties including developing marketing presentations and materials, maintaining a County business demographic database, and related reports.

Provides direct administrative support to the Economic Development Director and St. Johns County Industrial Development Authority (IDA). This may include but is not limited to scheduling, agenda packets, task orders, contracts, attending meetings, drafting correspondence, developing presentations and reports. Supports the provision of information and referral services regarding economic development, including but not limited to general and technical inquiries from potential and existing County businesses as well as other County departments, relevant statistical information exchange with community partners, and a current and vital web presence.

Coordinates the administrative function of the department (may include but is not limited to accounts payable/receivable and budget preparation, and department goal setting and policy development). Coordinates and oversees support for countywide database systems, including but not limited to conducting independent research and analysis, maintaining demographic and economic statistical reports, and other longitudinal studies pertaining to economic development trends.

Assists in developing and implementing economic development materials, graphics presentations and marketing strategies, events, and industry trade shows. This includes but is not limited to producing and hosting, and attending special events and trade shows, developing assessment tools for the current business climate, and other projects as assigned.

Maintains a full-time presence on the job. Performs other duties as assigned.

Must have knowledge of county rules, regulations, procedures, functions, operations, and policies. Knowledge, skill, and proficiency in verbal communication, in-depth reporting, and written presentations. Knowledge of marketing and event planning. Knowledge of public sector database management. Knowledge of computers and job-related software programs, to include graphic design.

Must be skilled in establishing cooperative and productive working relationships, interpersonal relations. Skilled and proficient in customer service practices. Skilled in setting priorities for completing projects. Skilled in the analysis of problems and interpretation and the development and implementation of solutions. Ability to collect, analyze, and interpret information in order to formulate conclusions and recommendations. Ability to prepare clear and accurate reports, presentations, and other professional documents. Ability to operate computers and other standard office equipment.

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Public Administration or Business Administration preferred.

Must have experience sufficient to thoroughly understand the breadth and scope of assigned projects, generally associated with a minimum of two years' experience in marketing, public relations, economic development, planning or a related field.

Must possess and maintain a valid Florida driver's license and any other endorsements necessary to legally operate vehicles used while assigned to this position. Must possess good interpersonal and communication skills in order to serve others. Must be able to comprehend, speak and write the English language. Must be able to operate a computer.

St. Johns County is a drug-free workplace and an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, marital status, age, disability, or genetics.

Application must be submitted through our online application service at [www.sjcfi.us](http://www.sjcfi.us)