

## **ECONOMIC DEVELOPMENT SPECIALIST**

### **General Definition Of Work:**

A City of Cumberland employee with economic development experience tasked with implementing the City's strategic economic development plan and, generally, promoting business retention, expansion and attraction efforts. The employee will be assigned to the Cumberland Economic Development Corporation (the "CEDC"), and will report to the Executive Director of the CEDC. Among other things, the specialist may be asked to perform the following tasks:

- Participate in the development of economic development programs, plans and strategies.
- Apply for, administer and oversee grants and other funding resources.
- Attend public meetings of the Mayor and City Council of Cumberland and the Board of Directors of the CEDC.
- Attend meetings of local organizations involved in economic development activities such as meetings of the Downtown Development Commission, Cumberland Main Street Program, Allegany County Chamber of Commerce, and I68 Regional Alliance.
- Coordinate with City staff and regional partners, including, without limitation, the Canal Place Preservation Authority, Allegany County Chamber of Commerce, Allegany Museum, Western Maryland Scenic Railroad, Allegany County Director of Tourism, and Allegany County Director of Economic Development.
- Diligently pursue stakeholder input.
- Organize and participate in committees and stakeholder groups.
- Assist with the CEDC's communication efforts including the maintenance of a strong social media presence.
- Prepare public announcements and marketing material.
- Maintain a database of City businesses, commercial real estate and economic development assets.
- Evaluate existing economic development incentive programs and assist with the development and implementation of new programs.
- Perform related work as required.

### **Requisite Knowledge, Skills & Abilities:**

- General knowledge of concepts, principles and practices of economic development.
- General knowledge of local, State and Federal funding programs for economic development initiatives.
- Proficiency in a Microsoft Office environment.
- Proficiency in utilizing Quickbooks or other comparable accounting software.
- Working knowledge of database, word processing, and spreadsheet computer applications.
- Proficiency in written and verbal communication.
- Proficiency in organizing and managing diverse groups.
- Proficiency in collaboration and coordination of projects.

- Proficiency in multi-tasking and critical thinking.
- High degree of professionalism, self-motivation, independence and administrative and organizational skills.

### **Education and Experience:**

- Bachelor's degree in Business, Public Administration, Political Science, Economic Development, Planning or related fields is preferred.
- Minimum of two years of economic development experience is preferred.
- A comparable amount of training and experience may be substituted for the minimum preferred qualifications.

### **Physical Requirements:**

- Must have the use of sensory skills in order to effectively communicate and interact with other City employees, stakeholders and the public through the use of the telephone, computer and in-person contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, or pulling is required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **Special Requirements:**

- Must maintain a valid driver's license which has no restrictions affecting the ability to perform this job.

### **Compensation:**

- Salary will be commensurate with qualifications.
- Health and hospitalization insurance.
- Dental insurance.
- Maryland State Retirement System.