

**City of Dunedin, Florida**  
Class Description

Position Title: **Economic Development Specialist**  
Economic & Housing Development Department

**GENERAL STATEMENT OF JOB**

Under general supervision, uses judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to assist with implementing the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 CRA Downtown Master Plan. The position also assists with coordinating CRA programs and project initiatives. This position reports to the Director of Economic and Housing Development.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

CRA Coordination – Serves as administrator to the CRA Advisory Committee and CRA Commission Meetings including all reporting requirements; responsibilities include:

- Assists in the implementation of formally adopted community redevelopment area plans within the City of Dunedin Community Redevelopment Area (CRA), which is the redevelopment of Downtown.
- Performs coordination of CRA operations, as well as project management functions.
- Serves as dedicated staff liaison to the CRA and CRA Advisory Committee to fulfill administrative and operation requirements; develops and coordinates all aspects of monthly CRA Meetings and facilitates all related communications.
- Develops and produces the CRA Annual Report including project progress reports, annual operating budget and business plan, capital project management and reporting to City and Pinellas County.

Explores and researches opportunities for infill redevelopment and workforce housing throughout the City.

Assists Economic Development Director with:

- Preparation and administration of the department's Business Plans and budget; prepares and oversees budgets for all assigned projects and programs; develops

sound fiscal strategies for the effective use of funds; ensures the use of funds in the manner prescribed by the funding source.

- Business recruitment, expansion, retention, and relocation.
- Business redevelopment utilizing mixed-use and adaptive reuse practices.
- Obtains baseline data on properties and businesses in the designated corridor area.
- Maintains inventory of available locations in the City for prospective new businesses.
- Identifies at risk businesses and businesses interested in expansion.
- Evaluates economic, statistical and demographic data to analyze best means to attract and expand businesses.
- Investigates and builds relationships with the goal of attracting a higher education component to the City.
- Reviews current incentives and develops policies for the award of incentives.
- Attends citizen meetings to make presentations and explain economic development plans and projects.
- Works on special projects as assigned.

Establishes relationships with the City's partners in economic development, including:

- Establishes positive working relationships with representatives of community organizations, stakeholders, brokerage community, state/local agencies and associations, City management and staff, and the public.
- Serves as liaison to other governmental agencies for Director.
- Participates in community meetings with business owners and residents.

Maintains and updates director's calendar as needed; keeps staff apprised of schedule changes.

Tracks and maintains department office supplies budget, project and/or other budget funding as directed.

Processes department purchasing/budget requests and invoices for approval and payment: reconciles bills and prepares requests for payments to providers.

Performs data entry into the City's Enterprise Resource Planning (ERP) system to enter Purchase Orders, invoices/budget items and completes other functions as needed.

Compiles and prepares reports, including but not limited to the City's Manager's monthly update, staffing memos, etc.

Prepares travel requests, including registration and making reservations.

Creates and tracks critical path schedule for various departmental projects.



Coordinates and maintains various contracts and agreements, including tracking and noting expiration dates and coordinating payments.

Reviews and processes employee timecards for payroll processing.

### **ADDITIONAL JOB FUNCTIONS**

Serves as Liaison for Director at City's Department meetings.

Coordinates special projects and events such as public listening sessions, groundbreaking and ribbon cuttings.

Creates and develops presentation materials. i.e. power points.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Position requires a Bachelor's degree in business, public administration, planning, economics, marketing, or a closely related field with a minimum of 2 years of verifiable work experience in public/private economic development, redevelopment, urban planning and reuse.

An understanding of Florida community redevelopment agency laws, programs and regulations is a plus.

An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities will be considered.

### **SPECIAL REQUIREMENTS**

Must possess a valid Florida driver's license.

Requires a Certification from the Florida Redevelopment Professional (FRA-RP) CRA Basic Training within two (2) years of employment.

Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Flexibility to attend functions outside of normal work hours as requested.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Economic Development Specialist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the

position. Has excellent communication skills, both orally and written. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Ability to maintain confidentiality as required. Ability to prepare various marketing materials. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, format, and/or correlate data. Includes referencing data analyses to determine necessity for revision of organization components.

**Human Interaction:** Requires the ability to interact with various organizations and business and property owners on information regarding projects and events. Must possess a demonstrated ability to work with a team comprised of multiple disciplines. Knows how to perform duties in a pro-active and courteous manner with the utmost integrity and in the best interest of the public. Has excellent interpersonal skills. Is able to offer assistance to fellow employees as necessary.

**Equipment- Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to understand and use geographical information techniques on identified areas for purposes of economic development/redevelopment.

**Situational Reasoning:** Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the



position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

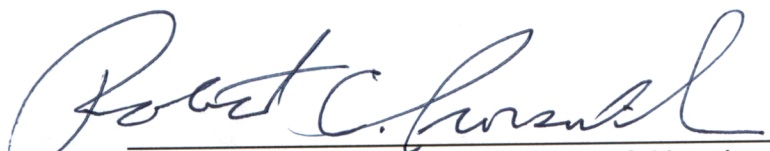
### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*



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Director of Economic Development & Housing

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Date