

ECONOMIC DEVELOPMENT SPECIALIST
JOB DESCRIPTION

NATURE OF WORK:

The position of Economic Development Specialist (EDS) requires analytical and specialized technical work in supporting, planning and implementing a program of economic development for the Central Maine Growth Council (CMGC) and the city of Waterville. The EDS must be able to exercise considerable independent judgment and discretion.

The successful candidate will be responsible for advancing an economic development plan as determined by the CMGC board, city of Waterville, and Waterville's municipal manager that directly supports business growth in employment and tax base throughout the area and facilitates the implementation of both public and private investments and projects. Responsibilities include supporting and implementing an annual program of work that enables and supports the execution of economic and community development projects and programs.

These duties will be performed under the general supervision of the CMGC Executive Director and is carried on with considerable independence and initiative.

DUTIES AND RESPONSIBILITIES:

- Maintains liaison with Waterville-based businesses and municipal officials, including the city manager, city councilors, and economic development related committees of the city of Waterville.
- Maintains an inventory of business resources and acts as a liaison with various local, regional, state and federal agencies.
- Assists in preparing and administering an annual budget and monitor project budgets. May supervise personnel.
- Prepares and/or facilitates grant proposals and applications, contracts, and other necessary documents as may be required. May administer or facilitate the administration of various grants.
- Performs businesses and municipal visitations; conducts surveys and other research to support grant applications.
- Provides outreach to existing businesses and assists as necessary with expansion and retention.
- Generates and responds to business leads; assists new businesses locating to the area, which activities may include site location assistance, linking businesses with workforce and training initiatives, presenting potential financial assistance/incentives, etc.
- Prepares reports such as project and program proposals and updates, strategic plans, annual program of work, annual budget and monthly statements.
- Represents the city of Waterville and CMGC at municipal meetings/public activities/civic organizations.
- Assist with the implementation of workforce development initiatives.
- Contributes to Foreign Trade Zone (FTZ) work as assigned.
- Supports planning and economic development objectives related to the city's downtown revitalization

POSITION REQUIREMENTS:

- Knowledge of general practices related to economic development, including planning and project management and development.
- Ability to interpret and apply information from comprehensive plans, municipal land use and zoning statutes, growth management law, local, state, and federal grant programs, loan programs and other economic development programs allowed under statute, such as tax increment financing (TIF).
- Knowledge of federal and state grant processes from application to evaluation with experience in monitoring and evaluation of performance indicators.
- Knowledge of the laws and regulations pertaining to economic development programs, including financing and tax incentives.
- Knowledge of building construction, electrical, and plumbing materials and methods at a basic level.
- Knowledge of commercial real estate/leasing, commercial lending and capital acquisition at a basic level.
- Skill at establishing and building professional relationships; strong interpersonal skills; the ability to collaborate with outside agencies, businesses, municipal officials, peers, and the general public.
- Ability to interpret and communicate studies and data related to demographics, economics and land development; ability to communicate effectively both orally and in writing, and skill at presenting to large audiences.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records.

EXPERIENCE AND TRAINING:

The candidate shall have at least five years' experience in community and/or economic development in a position exercising significant independence and judgment.

The candidate shall possess a bachelors' degree or higher from a four-year college or university, preferably with specialization in community and/or economic development or a related field.

CMGC Board reserves the right to consider all experience and education of a prospective applicant for this position and may waive these requirements at its discretion. Economic Development Specialist is an exempt administrative position.

CMGC Board of Directors, including the city of Waterville's municipal manager, is responsible for approving and terminating, for cause, the contract for employment.

Applicants should email a cover letter, resume, and writing sample to: kimberly@midmainechamber.com. No phone calls, please.