



150 N. PINE ST. GLOBE ARIZONA 85501

**CITY OF GLOBE
Economic Development Specialist**

Job Posting 19-14
Posting Date 9-6-2019

Class Description:

The City of Globe is accepting applications for an ECONOMIC DEVELOPMENT SPECIALIST to assist in the development and coordination of programs and projects which enhance and promote economic vitality of the City and region. This position is to assist in the management of core economic development functions including business retention, business attraction, business expansion, marketing, tourism, and coordination with local and regional partners.

The essence of this position is to provide direct and timely assistance to the Economic Development Director in multiple ways, including taking on daily support tasks, supporting partnerships on behalf of the Director, or as primary management of projects, initiatives, and special events. At times you will serve in a support role, at times as a partner, and at times you will serve independently.

Strong relationship building skills are a must. The candidate should have a proven ability to build relationships, collaborate with partners, and provide leadership within organizations. The candidate must be a skillful communicator, with strong writing skills and understanding of technologies, software, and social media platforms. Robust planning, organizational, and problem-solving skills are also needed as well as the ability to think proactively.

Prior business experience, non-profit experience, marketing and graphic art experience, or experience in municipal or county government is preferred.

This position is a full-time exempt position that requires attendance at or participation in meetings and special events outside of normal work hours. Ongoing position work hours are from 8 am to 5 pm Monday through Friday, but flexibility is available dependent on recent afterhours events that require attendance.

EXPECTATION OF CANDIDATE

- Advance Council initiatives to enhance economic development activities in the City of Globe
- Provide operational support to the Economic Development Director
- Perform Economic Development department duties as needed
- Build and maintain relationships and partnerships for the City
- Manage and implement special projects as assigned by the Director
- Work with regional stakeholders and partners
- Make decisions that advance department and City goals and initiatives with direction
- Represents the City as a liaison in local and regional economic development, retail, business, marketing, tourism, and related associations and at meetings, conferences, and trade shows
- Develop strategies and practices that create efficiencies and enhance effectiveness
- Seek proactive solutions and resolve concerns that may arise



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- Demonstrates commitment to seamless customer services, integrity, innovation, efficiency in a fiscally responsible manner
- Perform administrative duties in support of department projects, grants and reporting requirements
- Serve as department point of contact with other City departments
- Support Council as required
- Professionally represent the City in public and in one on one interactions
- Present oral and written reports to City agencies, City Council, economic development interest groups, and other stakeholders
- Multitask and track multiple responsibilities while maintaining timely and accurate schedules
- Assists in the development and coordination of economic development programs
- Participate in regional economic development collaborations, training, and events
- Participate in continuing economic development training and education
- Represents the City to various public agencies and non-profit organizations
- Proficient in the use of Outlook, Microsoft Office Products and social media platforms
- Demonstrates superior customer service, integrity, and commitment to innovation
- Other duties as assigned

These duties are a representative sample, position assignments may vary. The position description does not constitute an employment agreement between the employee and the City and is subject to change as needs and position requirements change.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent
- Valid AZ driver's license required
- Must have proficiencies in written and verbal communication appropriate for position
- Must be computer proficient appropriate for position

PERFERED REQUIREMENTS

- Bachelor's degree in a field related to area of business, communication, marketing or administration is preferred
- Any post-secondary education is an advantage
- Small business, non-profit, government experience or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the position,

KNOWLEDGE OF:

- Economic development principles, practices, and techniques
- Leadership and relationship building skills
- Principles, techniques, and objectives of public relations and information
- Principles and techniques of marketing and promotion
- Business and nonprofit history in southern Gila County region



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- Business English
- Social media platform management

Ability to

- Take direction and work side by side with your supervisor
- Take initiative and be proactive in support of your supervisor and department
- Responds to questions competently while still maintaining confidentiality
- Deescalate conflicts, listen, and make referrals as appropriate
- Communicate and present ideas clearly and concisely, both orally and in writing
- Prepare clear, concise, complete, and accurate report
- Organize, plan and manage projects in order to complete all requirements and commitments with the focus on deadlines, content, and cost
- Display communication and interpersonal skills appropriate with the position

Skills

- Graphic art design, knowledge of Canva and other applicable programs
- PowerPoint, Adobe Products
- Computers and related software applications
- Presentation and public speaking

SALARY RANGE: \$ 38,240.00 to \$42,036.80, Depending on Experience and Qualifications

APPLICATION PROCESS:

- Applicants must provide a cover letter, resume, City of Globe application w/ three references to be considered. Please reference Job 19-14.
- Interested applicants should submit all required information to Human Resource Generalist, Pam Leonard electronically by email to pleonard@globeaz.gov , or by mail to City of Globe City Hall, 150 N. Pine St, Globe AZ 85501
- Applications are available at City Hall, 150 N. Pine St, Globe AZ or online at <http://www.globeaz.gov/departments/job-opportunities>
- First review of Applications will be on **September 20, 2019**. Position will remain open until filled.
- For additional information please contact Linda Oddenetto at 928-961-3382 or loddonetto@globeaz.gov

Please Publish Classified: Silver Belt; Globe website; Indeed website; AZ League of Cities, Arizona Chapter of the ACMA