



Assistant Director of Economic Development

Class Code:
5205

Bargaining Unit: N/A

CITY OF HARRISONBURG
Established Date: Jul 1, 2014
Revision Date: Jul 10, 2014

SALARY RANGE

\$33.32 - \$53.31 Hourly
\$2,665.60 - \$4,264.80 Biweekly
\$5,775.47 - \$9,240.40 Monthly
\$69,305.60 - \$110,884.80 Annually

DESCRIPTION:

GENERAL DEFINITION OF WORK:

Performs difficult professional work and administrative work in support of the Director of Economic Development and department goals and objectives; developing and providing information and advice of a highly technical nature relating to economic development and financing; researching and preparing statistical and promotional materials; recruiting new businesses; preparing and maintaining files and records; does related work as required. Work is performed under the general supervision of the Director of Economic Development. Supervision is exercised over assigned personnel.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS:

- Regular, reliable attendance necessary.
- Assisting with the development and maintenance of programs to recruit and retain business in the City.
- Acts for the Director of Economic Development during his/her absence in interpreting routine State and local policies, procedures and regulations.
- Assists the Director in securing from public and private agencies statistical information for prospects planning to locate in the City.
- Provides assistance in resolving problems encountered by established prospects.
- Assists the Director in industrial and commercial expansion within Harrisonburg through the advertisement and recruitment of business concerns including tourism.
- Answers correspondence for Director independently or from oral instructions.
- Collects information from a variety of sources and compiles data and drafts for special and periodic reports.
- Operates various office machines, computers and equipment as required.
- Compiles and prepares a variety of documents, technical and statistical reports, data for publication, industrial development bond processing material and industrial access road documentation for the Virginia Department of Transportation.
- Reviews and checks records, forms and other documents for accuracy, completeness and conformance to rules and regulations.
- Performs related work as required.

TYPICAL QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the theories and the analysis methods of the location of economic activity; general knowledge of management and finance; thorough knowledge of business, technical or legal vocabulary as appropriate, English and arithmetic; ability to plan, lay out, and conduct operations involving transactions requiring effective accountability and accurate controls; ability to prepare reports; ability to perform difficult arithmetic calculations; ability to interpret and transmit to the public state and local rules and regulations; ability to establish and maintain effective working relationships with others; ability to work independently in the absence of specific instructions; ability to meet the public effectively.

EDUCATION AND EXPERIENCE:

Bachelor's degree with coursework in economics, business administration, or related field and considerable experience in in economic and industrial recruiting and marketing, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- Requires the possession of an appropriate driver's license valid in the Commonwealth of Virginia.

SUPPLEMENTAL INFORMATION:

This is a classification specification and not an individualized job description. A class specification defines the general characteristics and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

FLSA status: Exempt
Compensation Range: Grade 23
WC Code: 8810
EEO Code: 1