

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: New -August 2005	CLASS TITLE: COMMUNITY & ECONOMIC DEVELOPMENT SPECIALIST III	CODE: 66324
	MAJOR AGENCIES: BCC (COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Advanced professional level in community/economic development occupation under general supervision of the Community Development Manager or the Economic Development Manager requiring considerable knowledge of advanced federal policies, rules and the methods and requirements of community/economic development planning and development programs and services in order to create multi-jurisdictional development programs and projects and to provide the planning, analysis and support services needed to promote economic development in Montgomery County.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Creates, develops and implements funding programs that attract businesses to the County, develops and implements plans and strategies for business attraction and retention; monitors and promotes economic development within Montgomery County, evaluates potential for business revitalization, analyzes existing conditions and programs in targeted areas; plans and prepares descriptions of proposed economic development project objectives, financing, schedules and estimates of impact on targeted areas; researches governmental and private sources of funding for projects, determines if projects are appropriate for targeted areas; develops and implements plans for establishing new or improving existing private business associations and community development corporations, informs business of available incentives and services, provides support services to individual businesses and business associations, arranges for the provision of services or recommends improvements and expansions to foster increased business activity; provides technical assistance to business organizations, assists associations in preparation and distribution of promotional materials; operates motor vehicle to visit project sites or attend meetings, meets with business and community groups to discuss projects, gain community support and cooperation and to elicit suggestions, acts as lead professional over assigned Community & Economic Development Specialists I & II to implement projects.	<u>Knowledge of</u> (public relations, economic/community development regulations), 4 (accounting), 5 (management, business administration, public administration, planning, technical writing), 11a (public relations), 14 (government structure and process), 23 (law--regulatory requirements); <u>Skill in</u> 29 (equipment operation--motorized vehicle); <u>Ability to</u> 30j (interpret variety of instruction in written, oral, picture or schedule form), 30k (understand practical field of study (e.g., community planning, public administration, urban studies), 30l (define problems, collect data, establish facts & draw valid conclusions), 30n (deal with some abstract but mostly concrete variables), 31d (calculate fractions, decimals & percentages), 32o (prepare meaningful, concise & accurate reports and related legislation and community development processing), 32j (maintain accurate records), 32q (use proper research methods in gathering data), 32s (write and/or edit articles for publication), 32u (develop complex reports & position papers), 34c (cooperate with co-workers on group projects), 34f (handle sensitive inquiries from & contacts with officials & general public), (ability to review, interpret legislative, budgetary, and other technical data associated with community and economic development).

UNUSUAL WORKING CONDITIONS: May be exposed to unfavorable weather and hazards at construction sites.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Must have current valid Ohio driver's license with acceptable driving record. Completion of graduate major program course work in community planning, economic development, public administration, business administration or urban studies and one (1) year of related experience. -OR completion of undergraduate major program course work in community	TRAINING & DEVELOPMENT: Must maintain licensure.
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CLASS CONCEPT:

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2	Composes contract Scope of Services and work programs for individual projects; prepares budgets for each project and monitors for compliance throughout the term of the contract; reviews and negotiates with jurisdictions work scope and budgets for each project, reviews contracts to determine fiscal soundness and compliance with Federal, State and/or City requirements, conducts planning, implementation and monitoring activities associated with the planning efforts of the division including the funding processes; researches, analyzes and prepares required reports, coordinates with other county agencies to develop strategies.	<u>Knowledge of</u> 4, 5, 11a, 14, 23; <u>Skill in</u> 29; <u>Ability to</u> 30j, 30k, 30l, 30n, 31d, 32o, 32j, 32q, 32s, 32u, 34c, 34f.
3	Acts as a consultant to boards, agencies and community organizations, provides expert advice to high level jurisdiction officials regarding economic development, attends meetings of business associations or community groups and organizations to discuss community/economic development projects and business environment problems, may participate as a member of various boards and committees for specific development projects, prepares reports on economic development activities, reviews and analyses impact of new legislation on business development and revitalization efforts, records the activities of contracted agencies. (Performs Related Duties As Required)	<u>Knowledge of</u> 4, 5, 11a, 14, 23; <u>Skill in</u> 29; <u>Ability to</u> 30j, 30k, 30l, 30n, 31d, 32o, 32j, 32q, 32s, 32u, 34c, 34f. (*Developed After Employment)

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) planning, economic development, public administration, business administration or urban studies and 5 yrs. related experience in project management, economic development or community planning. -OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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