



Economic Development Analyst

Purpose of the role:

Under direction, performs a full range of responsible and varied professional, analytical, financial, systems, statistical, programmatic, management and other administrative analyses duties related to providing responsible Citywide economic and community development in support of business attraction, expansion, retention, marketing and economic research consistent with City policy. Recommends action and assists in policy, procedure, work methods and budget development and implementation related to economic growth and development; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.

Distinguishing Characteristics:

Positions at this level are generally assigned responsibility for the management and administration of a specific program and independently perform responsible and difficult analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible staff support activities related to economic and community development. Assignments are typically received in broad, outline form, and incumbents are expected to act independently in developing applicable resources and information. Projects may include statistical analysis, operations support, policy, procedures and budget development, or other areas specific to the department or office. Incumbents are expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

Incumbents in the Economic Development Analyst class, similar to the Associate Analyst class, are assigned and expected to independently complete the more difficult analytical work on assignments having greater impact on departmental operations or citywide programs, including responsibility for the management and administration of a program.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Participates in the analysis, review, and implementation of economic and community development activities to enhance and promote Citywide economic development, support business attraction, expansion, retention and economic research consistent with the City's economic vision.
- Meets with business representatives and community officials to assist in determining needs for overall growth and development of plans, support activities, and programs.
- Act as a point of contact for business and property owners to discuss issues regarding economic development, business vitality, and

development processing.

- Provides technical assistance and serves as an advocate for businesses and communities to identify and resolve economic development impediments.
- Evaluates, identifies and promotes community and business economic development projects.
- Provides information and services to businesses and communities concerning issues such as financial analysis, impact, planning, development, resources and/or issues.
- Participates in meetings with citizen advisory groups and provides close cooperation with City Departments, Chamber of Commerce, and other economic development agencies.
- Provides information and services to businesses and communities concerning site locations, buildings, infrastructure, resources, environmental impact, etc.
- Prepares and updates a variety of materials, including written documents, proposals, community profiles and marketing materials for distribution to a variety of audiences to promote and market Thousand Oaks as a business location.
- Develops and maintains working relationships with City staff, community, regional, state and national contacts, and strategic partners in the community to promote and facilitate economic vitality for the City; represent the City on various boards and commissions; makes presentations to raise interests and awareness of assigned programs.
- Researches, analyzes, and prepares data-rich reports, plans, and other materials requiring judgment as to content, accuracy, and completeness.
- Develops, implements, and tracks economic development efforts to maximize the efficiency and effectiveness of the City's economic development program.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Organization and operation of municipal government.
- Community structures, organizations, and functions.
- Local, state and federal community and economic development programs, issues, trends, etc.
- Structures and programs which result in business development.
- Principles and practices of program development and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to area of assignment.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Recent developments, research methods, current literature, and

***Desired
Minimum
Qualifications:***

sources of information related to assigned programs and service areas.

- Terminology used in area of assignment.
- Principles and practices of budget preparation and administration and grant application and administration principles and practices.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Pertinent federal, state, and local laws, codes, and regulations.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed and graphic materials.
- Principles, trends, methods, and techniques used in customer service, public relations, public information, and program education and promotion.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, organize, direct, coordinate, and evaluate assigned programs, projects, events, or technical area.
- Oversee and participate in the development and administration of program goals, objectives and procedures.
- Research, negotiate, manage, and monitor contracts and agreements.
- Perform a range of professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Read and interpret plans and specifications.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.

- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Customer Focused
- Problem Solver and Decision Maker
- Planner and Organizer
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience Guidelines:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning or a closely related field.

Experience:

Two years of responsible professional level administrative and management analysis experience. Governmental agency experience relative to economic development, or experience in the private sector working with governmental officials in areas related to local economic development.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; lift, drag, and push/pull files, paper, books, and documents and material weighing up to 25 pounds; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City staff, patrons and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 10/25/2017

Date Revised: