

City of Dallas
Classification Specification

Title:	Economic Development Analyst	Class Code:	29004
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/2014

Position Purpose

As a senior-level analyst, coordinates and conducts a variety of activities such as gathering and disseminating business information, marketing, and negotiating financial incentives with prospective businesses to promote business growth and retention in the City of Dallas.

Essential Functions

1. Develops and implements programs and activities that serve to foster business development and retention and create opportunities for new jobs to promote a healthy business climate within the City of Dallas.
2. Works with small and minority-owned businesses to provide guidance on starting a business; coordinates with Business Assistance Centers and Small Business Development Center to provide management and technical assistance to the business community.
3. Develops strong working relationships with business owners, Chambers of Commerce, and private and governmental agencies to exchange information, build private/public partnerships, and promote a positive image for the city.
4. Interacts with expanding and relocating local, national, and international companies to communicate the city's commitment to the business community and provide information on available support programs.
5. Tailors package of services and incentives to meet the needs of the business community.
6. Serves as contact for external support agencies such as Private Industry Council, Texas Employment Commission, Southern Dallas Development Corporation, and the Bill J. Priest Institute to effectively communicate available city services, programs and incentives such as marketing, research, building inspection, minority certification, and technical and financial assistance.
7. Researches and gathers economic data necessary for financial publications, city bond packages, departmental and business proposals, and fiscal impact analyses to create a congenial business atmosphere in the city and provide economic information to management and the City Council.
8. Provides professional staff support on a variety of marketing projects to expand business opportunities in the city.
9. Drafts developmental agreements, resolutions, and ordinances.
10. Produces management reports, response letters, spreadsheets, and various impact models in response to requests from citizens, business owners, and the City Council.
11. Collaborates with City Attorneys on various issues.
12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work Depending on Location

Thorough knowledge of explaining developmental and planning principles.

Advanced knowledge of financial principles.

Knowledge of Geographic Information Systems (GIS)

Ability to communicate effectively and diplomatically both internally and externally at all levels.

Knowledge of urban planning laws, zoning, principles, and designs.

Ability to use independent judgment in decision-making.

Ability to interpret, understand and communication the Texas Open Meeting Law and Texas Tax Codes.

Ability to promote the City of Dallas in a positive manner.

Ability to manage multiple projects at a time.

Ability to provide thorough and accurate analysis.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

Works in normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.