

POSITION ANNOUNCEMENT

SENIOR ECONOMIC DEVELOPMENT SPECIALIST

City of Duluth Community Development Department

The City of Duluth, Georgia (pop. 29,463) is accepting applications for the full-time position of **SENIOR ECONOMIC DEVELOPMENT SPECIALIST** in the Economic Development Department.

A Senior Economic Development Specialist performs a wide variety of activities to promote the City of Duluth as a business location, generate qualified prospects in targeted character areas, and improve the competitiveness of the community's business climate, and is responsible for developing programs pertaining to existing business retention and expansion. The employee manages economic development projects and is staff liaison to various authorities and committees of the City of Duluth related to economic development. The employee will assist the Economic Development Manager with day-to-day duties and complex project tasks.

Please carefully review the job description for more detail regarding specific job duties, which are quite extensive and complex.

REQUIREMENTS:

Bachelor's degree from an accredited college or university in Economic Development, Business or Public Administration, Real Estate, International Development, Geography, or a related field is required

Designation as a Certified Economic Developer (CEcD) is desirable <http://www.iedconline.org/web-pages/professional-development/certification/> but not required

Four to five years of work experience in a professional-level capacity in an economic development-related area is required

Proficiency in the use of Microsoft Word, Excel, PowerPoint, Desktop Publisher; and with internet browsers is required

The ability to speak a foreign language, particularly Korean or Spanish, is an asset but not required

Possess a valid Passport for potential international travel

Any additional equivalent knowledge combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job

All candidates are subject to a background investigation including criminal history, driving record, and a drug screen test.

HIRING PAY RANGE:

Hiring range is \$1,934 - \$2,503 bi-weekly (annualized \$50,287 - \$65,077) (Grade 23). A comprehensive fringe-benefit package is included.

METHOD TO APPLY:

Interested persons should submit a completed job application (with all required documents), a cover letter, and a comprehensive resume. All application materials are available on our website at: www.duluthga.net/jobs.

Application materials must be sent to: (in-person, mail/package delivery; or electronically to careers@duluthga.net)

City of Duluth
Attn: Human Resources
3167 Main Street
Duluth, GA 30096-3263

Questions? Contact Jocelyn McGiboney at 770-497-5287 or careers@duluthga.net

Posting Date: 11-12-2018; open until filled, subject to being closed at any time without notice

The City of Duluth does not discriminate on the basis of age, sex, race, color, national origin, religion, disability, or any other class or status protected by law except where mandated or permitted by law. The City of Duluth is an Equal Opportunity Employer.