



CAREER OPPORTUNITY ECONOMIC DEVELOPMENT SPECIALIST

ANNUAL SALARY

\$45,000 - \$60,000 Annually

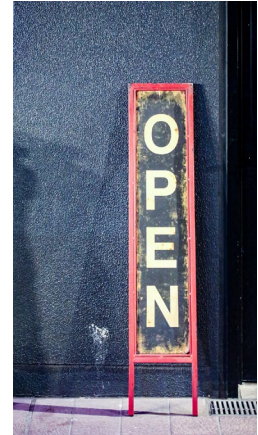
FULL-TIME, NON- EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays,
8:00 a.m. to 5:00 p.m.



APPLICATION DEADLINE

Open until filled.



**OUR ECONOMIC DEVELOPMENT SPECIALIST POSITION IS AN
EXCITING, CHALLENGING, AND REWARDING ROLE.**

POSITION SUMMARY

Under the supervision of the Community & Economic Development Director, the Economic Development Specialist will perform a wide variety of activities to promote the Village's value as a business location, generate qualified business prospects, retain existing businesses, and improve the competitiveness of the Village's business climate. The incumbent will coordinate economic development, planning, marketing, and research work to implement programs and policies to broaden the business community within the Village of Indiantown. The incumbent will proactively meet with businesses and stakeholders throughout the Village, region, and state to help navigate issues and make connections to resources.

SELECT DUTIES AND RESPONSIBILITIES

- Assist the Village's business community with retention and expansion goals.
- Implement a business attraction program based on economic, statistical, and demographic data.
- Establish and maintain strong working relationships with a network of key community stakeholders, consultants, government officials, chambers of commerce, and media resources.
- Maintain the Village's current demographic and economic data and an inventory of available buildings/ sites.
- Provide technical assistance in economic, commercial, and community development using private and public sector resources.



- Assist in analyzing and responding to business workforce development needs and new business inquiries.
- Make presentations to government officials and a variety of community groups and business organizations.
- Confer with Village staff and advise on matters relating to economic development.
- Research economic, legislative, community, fiscal impact, and development issues and recommend the best course of action.
- Analyze data and develop policy recommendations for program implementation.
- Prepare grant applications.
- Serve on economic development committees and attend chambers of commerce meetings and trade shows.
- Work with the general public, the business community, and a variety of local, state, and federal officials.
- Develop, write, produce, update, and design reports and marketing/promotional materials.
- Respond to and resolve information requests, public inquiries, and complaints with professionalism.
- May review building permit applications for zoning compliance.
- Other duties may be required and assigned.

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Economics, Urban and Regional Planning, Business Administration, Marketing, Public Administration or other related field from an accredited university.
- Minimum of three years of experience in an Economic Development role in a governmental setting; Planning experience is a plus.
- Ability to apply a variety of analytical techniques to research various issues, programs, or opportunities.
- Ability to develop and present information in a variety of settings.
- Able to meet the physical and mental demands of the job and to travel as needed.
- Strong and effective oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH FLORIDA'S NEWEST MUNICIPALITY!

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building, and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small,



we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An **original, signed** version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to jnorris@indiantownfl.gov. The signed cover letter shall also include the statement: ***"I certify all information contained in this cover letter and resume is true and accurate."*** **Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.