

# Economic Development Specialist

**Hourly Salary:** \$21.64 - \$28.84 (Starting Salary is Typically Towards the Lower End of the Range)

**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.

## 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.

## 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.

## 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 [at] 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 an 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.***

## Supporting Documents

Economic Development Specialist Recruitment Flyer 1.44 MB