SOUTHWEST REGIONAL DEVELOPMENT COMMISSION
JOB DESCRIPTION

JOB TITLE: Economic Recovery Specialist  DATE: June 2020
DEPARTMENT: Economic Development  FLSA: Exempt
REPORTS TO: Deputy Director

DESCRIPTION OF WORK

GENERAL STATEMENT OF DUTIES: The Economic Recovery Specialist works directly with the Economic Development District Covid-19 response program funded by the Economic Development Administration and is responsible for assisting in the administration of the SRDC Revolving Loan Funds. The Economic Recovery Specialist performs responsible professional work focused on economic recovery/development for the Commission. Work areas may include providing technical assistance to local units of government, businesses and the general public in areas such as business development, financing and entrepreneurialism. Also includes grant writing, development and implementation of programs and projects of importance to the region.

ESSENTIAL FUNCTIONS OF THE POSITION

2. Assists in directing the work and monitors progress of the RLF Administrative Assistant.
3. Assists small businesses in securing management, financial and marketing assistance.
4. Generates contacts with businesses, communities and other agencies.
5. Coordinates and monitors grant applications for compliance with procedures and provides technical assistance to applicants. May provide grant writing assistance to local units of government and businesses.
6. Participates in activities with other Regional Development Organizations and the Minnesota Association of Development Organizations as appropriate.
7. Provides expertise and facilitation to local units of government and businesses in the planning and management of recovery projects and tasks.
8. Works with implementing various means of stabilizing and expanding employment in the Region.
9. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification.

KNOWLEDGE, SKILLS AND ABILITIES

1. Strong working knowledge of public administration practices, intergovernmental process and regional planning techniques.
2. Considerable knowledge of Economic Development theory and practice.
3. Considerable knowledge of the lending industry.
4. Considerable knowledge of general management principles and modern office practices.
5. Considerable knowledge of the organization and operation of related local, state, and federal governments.
6. Considerable knowledge of the fiscal requirements of local governments to include program budgeting and strategic planning.
7. Considerable knowledge of organizational development.
8. Ability to communicate effectively, orally and in writing, and have strong public relations skills.
9. Ability to effectively assist in administering a business loan program.
10. Ability to supervise personnel in a manner that results in efficient performance, high morale and a continuing strong sense of urgency to achieve results.
11. Ability to establish and maintain effective working relationships with others.
12. Ability to operate general office equipment including proficiency in information systems to include MS 365 applications, database management and related industry applications.
13. Ability to create and maintain a participative, team-oriented work environment.
14. Skill in facilitating meetings in a variety of settings.
15. Skill in performing community outreach.

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. There is sustained exposure to public contacts, sitting, and screens. There is also exposure to moderate lifting (up to 40 pounds).

MINIMUM QUALIFICATIONS

A Bachelor’s Degree in Economic Development, Planning, Urban Studies, Public Administration, Business Administration or related field plus 2 years of direct experience. Must possess and maintain a valid Minnesota driver’s license.