

JOB TITLE: Economic Development Assistant

ED/3

DEPARTMENT: Economic Development, Rutherford County

JOB SUMMARY: The purpose of this position is to assist in the economic and business development of the county.

MAJOR DUTIES:

- o Researches, organizes, and maintains statistical database for reports, proposals and correspondence.
- o Receives telephone calls and visitors; receives inquiries and provides information.
- o Assists in the coordination of tours of prospective sites.
- o Processes information using a variety of computer software applications; prepares correspondence, reports, presentations, documents, photographs, graphics, and manuscripts.
- o Prepares agenda for Economic Development Commission meetings; notifies commissioners of meeting schedule; attends meetings and record minutes.
- o Opens, processes and distributes incoming mail.
- o Schedules meetings, luncheons, and conferences.
- o Manages the department website.
- o Maintains office supplies.
- o Maintains department files and records.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles, practices and equipment of modern office management.
- o Knowledge of mathematics and statistics.
- o Knowledge department policies and procedures.
- o Knowledge basic accounting concepts and budget principles.

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- o Skill in gathering and analyzing complex data.
- o Skill in operating office equipment such as a computer, copier, facsimile machine, and calculator.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and department policies and procedures, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative duties.

SCOPE AND EFFECT: The purpose of this position is to assist with the task of economic and business development for the county. Successful performance in this position creates living wage jobs for county residents and increases the non-residential tax base.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, elected officials, department heads, bankers and financial representatives, attorneys, real estate professionals, developers, business owners and managers, accountants, surveyors, consultants, land owners, representatives of federal, state and local agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or with intermittent standing or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.