

**HUMAN RESOURCES DIVISION**  
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**150 WEST JEFFERSON STREET  
JOLIET, ILLINOIS 60432-4158**

**EMPLOYMENT OPPORTUNITIES**

**JOB POSTING #:** 72-17  
**POSTED:** 12/19/17, 1:00 p.m.  
**EXPIRATION:** 01/19/18, 4:30 p.m. or until filled  
**TITLE:** Economic Development Specialist (Position Code #1012)  
**SALARY:** \$49,645 - \$66,194  
**DEPARTMENT:** City Manager  
**DIVISION:** City Manager

**GENERAL PURPOSE**

This position performs advanced level economic development duties for the City involving both high-level and technical assignments. Provides assistance to the Economic Development Director with activities related to business attraction, business retention, marketing, development research and other tasks to enhance the City's economic and employment base.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Provides technical assistance and information to business interests pertaining to retention, attraction and marketing;  
Utilizes site selection database to remain current with properties and land being marketed for prospective new opportunities;  
Markets and assists applicants with incentive program applications, and performs technical review of financial terms;  
Assists with the preparation of redevelopment agreements and participates in confidential negotiations pertaining to project development;  
Prospects for redevelopment opportunities throughout the City, but particularly within the City's TIF Districts, Core Area SSA and Enterprise Zone;  
Provides web site and social media content for community marketing of economic development opportunities;  
Researches and maintains City data pertaining to demographics, employment, labor market and other relevant information to provide a current economic development profile of Joliet;  
Assists business prospects with the development process and other City interaction to streamline the progression of projects;  
Collaborates with outside economic development organizations representing the interests and goals of the City;  
Attends and participates in professional network events;  
Stays abreast of new trends in the field of economic development;  
Attends City Economic Development Committee meetings, and City Council meetings when required.  
Other duties assigned to effectuate the economic development mission of the City.

## Economic Development Specialist

### MINIMUM REQUIREMENTS

Must possess a Bachelor's Degree from an accredited college or university in urban planning, business, economics, finance, public administration or a closely related field. Master's degree is preferred. A minimum of 2-3 years of experience is required in an economic development or real estate environment. Any equivalent combination of experience and training which provides the required knowledge, skills and abilities will be considered.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles of real estate, economics, finance, land use and the development process;

Familiarity with tax increment financing and development incentive programs;

Ability to build trust and establish strong working relationships with brokers, developers, property owners and members of the economic development community;

Strong computer skills including working knowledge of the Microsoft office suite;

Ability to prepare effective PowerPoint presentations, spreadsheets and written reports.

Familiarity with marketing strategies including social media;

Ability to utilize CoStar database for site research and report preparation;

Strong analytical skills to effectively evaluate options and alternatives, and find creative solutions to problems;

Ability to plan, coordinate, prioritize and manage multiple projects;

Ability to present ideas and proposals clearly and persuasively, orally and in writing; negotiate resolutions or problems or conflicts;

Ability to prepare clear, concise and comprehensive technical and policy documents, reports, correspondence and other written materials;

Ability to perform duties and responsibilities in a manner that reflects sound judgment and is in conformance with high ethical standards and integrity.

### SPECIAL REQUIREMENTS

Must possess or obtain a valid State of Illinois motor vehicle operator's license.

Certified Economic Developer or AICP certification is desirable, but not mandatory.

### TOOLS AND EQUIPMENT USED

Personal computer, including word processing and related software; motor vehicle; phone and any other tools of the trade that may come into common use or necessary to perform needed tasks.

A full job description is available in Human Resources upon request.

**EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER**