



JOB POSTING - November 15, 2016 - **Development Specialist – Full Time - Office of Planning & Economic Development (OPED)**

Position Summary: Assists the Director of Planning and Economic Development on projects related to economic development, real estate, financing, development of new programs, business prospect recruiting, economic studies, and planning.

Essential Functions: Assists the Director, the Holyoke Economic Development and Industrial Corporation (HEDIC), and the Holyoke Redevelopment Authority (HRA). Identifies issues concerning the business and entrepreneurship community. Prepares correspondence and various reports. Attends meetings as a representative of OPED. Undertakes research and industry sector analysis and compiles economic indicators data. Leads the office's marketing and communications planning and execution, including a newsletter, website, and other City economic branding efforts. Provides information for the public on development projects and properties. Prepares presentation materials including multimedia projections, agendas, and other meeting materials. Prepares written and graphic materials. Assists the Mayor and City Council. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and abilities required: Knowledge of business, urban planning, economic development, relevant state and federal laws and regulations, and MS Office including PowerPoint and Excel. Ability to prepare routine correspondence and reports. Ability to develop effective and constructive working relationships with city employees, elected and appointed officials, contractors, and the public. Ability to communicate effectively orally and in writing and to interpret economic data.

Additional knowledge, skills, and abilities preferred: Bilingual English-Spanish preferred. Familiarity with the City of Holyoke and municipal government preferred

Experience required: At least one year of experience in economic development, land use, urban planning, banking, or real estate.

Experience preferred: Three years of experience in economic development, land use, urban planning, banking, or real estate. Experience in the Massachusetts public sector.

Education, certification, licensure, or other similar required: An Associates degree in business, government, or a similar field.

Education, certification, licensure, or other similar preferred: Bachelor's degree business, government, or a similar field.

Supervision: Requires initiative in the planning, administration and execution of the department's services. Receives direction from the Director or the Assistant Director of Economic Development. Supervises part time employees and contractors by developing scope of work direction, assigning tasks, giving instructions, and monitoring performance.

Job Environment: Work is performed under typical office conditions. The noise level is moderate. Operates computer, fax machine, copier, and other standard office equipment. Makes frequent contacts with the public, other city employees, developers, and various organizations seeking information and developers. Contacts are in person, by email, and telephone and involve an information exchange dialogue. Has access to department-related confidential information. Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

Physical Requirements: Employee is regularly required to walk, stand, sit, talk, and hear. Uses hands to handle objects and reaches with hands and arms to use common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not post a direct threat to the health or safety of the employee or others in the workplace.*

Hours: Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.) including attendance at some evening meetings.

Employment Status: Regular Employment **Fair Labor Standards Act (FLSA) Status:** Exempt

Pay Rate: \$40,327.19 to \$53,481.01 per year, paid bi-weekly **Employee Benefits:** City of Holyoke

Please send a letter and your resume by December 19, 2016 by email only (Personnel@Holyoke.org) to Personnel Administrator, City Hall, 536 Dwight Street, Room #17, Holyoke, MA 01040. **The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.**