



JOB POSTING – March 4, 2019
DEADLINE- Open until filled
Full Time Development Specialist
Department of Planning & Economic Development

Position Purpose: Provides professional and administrative assistance to 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. Includes assisting in the day to day departmental activities, assisting with short and long term department plans, maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control. Performs all other related work as required.

Essential Functions: Provides assistance to the Director in administering the activities of the Office of Planning and Economic Development (OPED), the Holyoke Economic Development and Industrial Corporation (HEDIC), and the Holyoke Redevelopment Authority (HRA). Assists in the day-to-day activities of the office, follows established office policies and procedures in compliance with applicable laws, contracts and established City policies. Communicates with the business community to assist in their needs, identify issues that arise among the business and entrepreneurship community, and assist them in troubleshooting both on an individual basis and through planning systematic changes. Prepares correspondence and various reports for the Director and Assistant Director of Economic Development, prepares ad hoc reports as required. Attends meetings as a representative of OPED as well as on behalf of the Director. Undertakes research, industry sector analysis and compiles economic indicators data in order to support the office's mission. Spearheads the office's marketing and communications planning and execution, including the newsletter, website, other City economic branding efforts and providing timely and systematic information to the public on development projects and properties. Prepares presentation materials including multimedia projections, agendas, and other meeting materials in order to support office meetings. Plans and conducts various meetings; including the preparation of written and graphic materials; Assist the Mayor, City Council, and other City Departments as necessary. Performs similar or related work as required, directed or as situation dictates. *(The essential functions or duties listed below are intended only as illustrations of the various 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.)*

Education, Training and Experience: An Associates degree related to the fields of business, government, or other social studies, and a minimum of two years experience doing similar work OR a Bachelor's degree in one the above subjects and one year doing similar work; General experience in economic development, land use, urban planning, banking and/or real estate preferred. Familiarity with the City of Holyoke and municipal government preferred.

Knowledge, Ability and Skill: Basic knowledge of business needs, urban planning and economic development, Basic knowledge of related state and federal laws and regulations, working knowledge of computer equipment and MS Office including Powerpoint and Excel. Ability to prepare routine correspondence and reports utilizing computerized office applications. Ability to develop effective and constructive working relationships with staff, other city employees, elected and appointed officials, contractors, and the public; ability to communicate effectively both orally and in writing, ability to interpret economic data, ability to work with interruptions. Excellent written and verbal communication skills, strong organizational skills, proficient computer skills including MS Office applications, experience in the Massachusetts public sector and a good knowledge base of City of Holyoke; proficiency in Spanish preferred.

Physical Requirements: Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Supervision Scope: Performs various duties which require initiative in the planning, administration and execution of the department's services. *Supervision Received:* Receives daily/weekly direction from the Director and/or the Assistant Director of Economic Development as required in accordance with department policies and procedures and municipal regulations. *Supervision Given:* Provides supervision of part time employees and contractors when available and as required, developing scope of work direction, assigning tasks, instructions and monitoring performance.

Job Environment: Work is performed under typical office setting; work environment is moderately noisy. Operates computer, telephone, copier, facsimile machine, and other standard office equipment. Makes frequent contact with the general public, municipal representatives, elected officials, businesses, property owners, consultants, various professionals, agencies and regulatory bodies as well as contractors and sub-contractors. Contacts are in person, by phone, email and in writing and via various stakeholder meetings, hearings, and other events. Has access to department-related confidential and/or sensitive



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information. Errors in judgment could result in delays or loss of service, injuries to others, monetary loss, and have legal or financial repercussions.

Fair Labor Standards Act (FLSA) status: Non-Exempt (Hourly)

Employment status & Hours: Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30a-4:30p. Occasional evening meetings.

Pay Rate: \$41,961-\$55,648/annually

Employee Benefits: Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Please send letter of interest, resume, and three references by email only to (Personnel@Holyoke.org)

Attn: Personnel Director.

No phone call inquires or walk-in applications, please.

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, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.