



## Economic Development Analyst (G-67)

### Overview

Bellevue is a city transforming. As Seattle's largest neighbor, we are a welcoming, multicultural, innovation-focused community that attracts technology pioneers, outdoor enthusiasts, and pragmatists from around the world. A truly international community, 42% of Bellevuers are foreign born. Major employers including Amazon, T-Mobile, Bungie, and SAP Concur attract an international talent pool enriching our community and providing our economy with a global edge.

Bellevue has welcomed its first light rail line and in the coming years the city will add more than 30,000 jobs, marking important milestones for our region. As the city grows, our workers, visitors, and residents are seeking more small & independent businesses, community-building experiences, and high-quality spaces. As part of the Cultural and Economic Development division (CED), the Economic Development Analyst will engage small businesses, administer CED's communications, and support the division administratively. The City enjoys building supportive relationships with our small businesses across geographies and industries and collaborate on developing solutions that help them thrive.

Ideal candidates have strong skills in project management, stakeholder engagement, customer service, data analysis, and a spirit of creativity. We're looking for an enthusiastic self-starter who can provide exceptional customer service and is detailed oriented in synthesizing qualitative and quantitative information for program and policy recommendations. Join us in building a diverse, resilient, and creative community in the heart of the beautiful Pacific Northwest.

Consider applying here, if you want to:

- Enjoy building meaningful connections with the small business community.
- Collaborate with an innovative and solution-oriented team.
- Create and administer programs that are on the leading edge for small business support
- Grow your skills in public sector economic development work.

Essential functions will include but are not limited to:

- Serve as CED's "Front Desk" providing basic advising to Bellevue businesses and navigation to relevant internal and external staff / programs.
- Administer Bellevue's small business engagement including small business walks, focus groups, and surveys
- Formulate and implement business communication strategies including CED's newsletter and social channels.



- Compile information and data to analyze for trends and opportunities
- Coordinate with internal and external partners to resolve business issues
- Administer contracts with small business service providers, grants, and communication for the division and the Startup425 partnership
- Support the Manager and division staff to implement strategies within the Economic Development plan by coordinating interdepartmentally to remove barriers for and support small businesses and retail establishments.
- Make persuasive and informative public presentations to a variety of audiences
- Facilitate connection that increases and encourages engagement in collaborative cultural and economic development work.
- Researches, develops, and recommends improvements to existing policies, processes, and procedures.

### Education and Experience

- Two or more years of professionally related job experience.
- Graduation from an accredited four-year college or university with a relevant degree or an equivalent level of experience.
- Familiarity with one or more of Office, Teams, Salesforce, Survey Monkey, Wix, MailChimp and other digital tools.
- PMP, PgMP, ACP, Scrum Master, or similar certification is a plus.
- Fluency in languages prevalent in Bellevue or its top foreign markets such as Japanese, Mandarin, Hindi, Spanish and/or another language is highly desirable.

### Knowledge, skills, and competencies

- **Customer Focus:** We are focused on the needs of the customer, and on developing strong relationships with our customers.
- **Business Insight:** Uses knowledge of business drivers and how strategies and tactics play out in the market to guide actions
- **Instills Trust:** Through authenticity, integrity and honesty, we gain the trust and respect of all of those with whom we work.
- **Communicates Effectively:** We understand the need to develop multimode forms of communication to engage diverse audiences including co-workers, elected officials, and members of diverse cultural and linguistic backgrounds
- **Cultivates Innovation:** We are focused on generating new and creative ways for our organization to be successful.
- **Values Differences:** Recognizing the value that different perspectives and cultures bring to an organization
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies



**OTHER**

For more information, please contact Corbin Hart, Business Development Manager, in the Community Development Department at 425-452-5241 or [chart@bellevuewa.gov](mailto:chart@bellevuewa.gov). For technical assistance with the online application contact 855-524-5627.

The Community Development Department full-time staff participate in a hybrid work schedule with three days a week working from Bellevue City Hall.

Salary: \$78,900 - \$108,900 annually.

The City of Bellevue supports workplace diversity and does not discriminate on the basis of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status. Persons needing assistance in the application process may call the Human Resources Office, at 425-452-6838.