Economic Development Specialist

CITY OF
Spokane
Valley

SPOKANE VALLEY CITY HALL

THE COMMUNITY

Spokane Valley is the ninth largest city in Washington State with a current population of over 108,000 located on the eastern border of the state in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools along with strong business and retail centers. Friendly people, natural surroundings, and beautiful weather are part of what makes our community a favorite destination.

The all-season climate and easy access to the great outdoors provides endless opportunities to bike, hike, golf, swim, paddle, or fish. The nearby mountains offer five ski resorts within 75 miles of the city. Meandering through the valley is the Spokane River with opportunities for watersports or just relaxing along the shore.

The City incorporated in 2003 and encompasses approximately 38.5 square miles of land area, with room for residential, commercial and industrial expansion. Spokane Valley has become a diverse and multifaceted modern City striving to balance both reverence for the natural landscape and view growth through the lens of sustainability. Spokane Valley's history is filled with people who shared a vision of the community unlike others and the City continues to welcome new residents and visitors alike. It also supports the businesses that serve and entertain people from across the region to enjoy sports, boating, camping, and year-round events. The City provides opportunities for a better life, along with the promise of something more.

THE ORGANIZATION

The City operates under a Council-Manager form of government. The seven-member City Council is elected at large, and members serve staggered four-year terms. The City Council elects a Mayor from the Council to serve two-year terms. The City employs a 116.25 FTEs across nine departments. The Economic Development Specialist reports to the Economic Development Director.

THE POSITION

The Economic Development Specialist is responsible for executing initiatives, projects, and other activities to facilitate local business attraction, expansion, and retention, including incentive awareness. Conducts business evaluations/surveys and provides general economic development assistance. This position is also responsible for assisting with planning, organizing, coordinating, and evaluating of major economic development activities within the City. This includes assisting with the development of strategies that maintain and enhance the long-term economic vitality of the City.

Specific examples of the type of work required are;

- Provides one-on-one engagement with businesses to identify barriers and provide solutions for expansion or retention
- Designs, implements, and monitors the success of economic development programs.
- Assisting with planning, organizing and coordinating major economic development activities,
- Recommends strategies that would encourage development and redevelopment of targeted geographic areas.

This position researches, prepares, submits and reports on grant applications for potential private and public funding sources for development projects.

THE POSITION

The Economic Development Specialist provides key support and assistance to City staff in development, revision and implementation of the City's business retention and expansion program. This position also makes presentations to supervisors, boards, Planning Commission, City Council, civic groups, and the public as assigned.

THE IDEAL CANDIDATE

The City of Spokane Valley is seeking an innovative, creative, and well-rounded Economic Development professional. The ideal candidate thinks out of the box and offers demonstrated leadership capabilities and a proven track record of successful interaction with employees, managers, and the public. The position requires an individual with excellent oral and written communication skills who is accessible, adaptable, and an active listener. The City is seeking candidates who will take a proactive approach to addressing challenges and offer creative solutions to problem solving.

They will research, analyze and promote economic and market Trends.

The successful candidate is resourceful and solution oriented, while keeping a customer service mindset. They will have the ability to manage multiple projects, develop improvements in policies and procedures and recommend goals, objectives, and practices. The Economic Development Specialist is expected to bring knowledge of grant writing, along with knowledge of principals, procedures and strategies of economic development in a government environment.

QUALIFICATIONS

The Economic Development Specialist requires graduation from an accredited four-year college or university with a degree in economics, business administration, urban planning, public administration, public relations or closely related field, and six (6) years of professional level work experience in economic development or related field. An equivalent combination of education and experience may be considered. A Master's degree in business or public administration is preferred.
A valid Washington State driver's license is required.
Qualified candidates will have considerable knowledge of Washington State statutes relating to municipal affairs; considerable knowledge of grant writing, city processes, procedures, codes and regulations. The ability to communicate effectively and establish effective working relationships is vital. This position also requires skills in financial feasibility, pro forma analysis, current economic trends, and forecasting.

A key value of the City is customer service. This position requires considerable knowledge, ability, and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant, and professional manner using appropriate inflection, grammar, and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

COMPENSATION

The annual salary for the Economic Development Specialist is dependent on the qualifications of the candidate selected. The full salary range is $6,206.49 to $9,395.29 per month.

The City also offers a generous benefits package including:

Health Benefits (medical/dental) – The City offers both PPO and HMO medical insurance plans through the Association of Washington Cities. The City covers the majority of medical premiums with an employee cost share. Dental, Vision, Long-Term Disability, Life, and HRA plans are also provided.

Retirement Benefits – The City covers employees through the State of Washington Department of Retirement Services PERS with two plan options.

FICA Replacement – The City does not participate in Social Security, rather it offers a 401A FICA replacement plan where the City and employee contribute the same amount as Social Security (6.2%).

Leave Accrual – The City offers generous vacation and sick leave plans and a compressed work schedule option.

Holidays – The City provides 11 paid Holidays per year.

TO APPLY

If you are interested in this outstanding opportunity, please submit a complete City application, résumé, cover letter, and list of five work-related references (name and phone number) through the City's online application system.

APPLICATION DEADLINE: Apply Immediately. Posted January 29, 2025. First review of submitted applications will be after February 15, 2025.

Application materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews. If you have any questions, please do not hesitate to contact our Human Resources Office at: 509-720-5251.