



Position Description: Economic Development Specialist
Department: Administration
Reports to: Mayor or Designee
FLSA Status: Exempt
Position Status: Full-Time

General Definition and Nature of Job

This position performs entry-level professional work in support of the Town's economic development efforts, including the establishment of the Town's Economic Development Office and the promotion of commercial, retail, and industrial growth.

Work involves developing organizational systems, maintaining data, supporting marketing and recruitment efforts, and assisting with economic development projects and initiatives. Duties are varied and may evolve as the program develops and as the Town experiences growth.

This role is part of a small, hands-on team and requires initiative, adaptability, and a willingness to take on new responsibilities as the Town builds its economic development function. While entry-level, this position is expected to grow into a lead economic development role over time.\

Essential Duties and Responsibilities:

- Assist in establishing and organizing the Town's Economic Development Office framework
- Develop and maintain databases of available properties, infrastructure, and development opportunities
- Create and maintain systems to track business leads, projects, and economic activity
- Assist in the development of marketing materials, site profiles, and promotional content
- Maintain economic development information on the Town's website and other platforms
- Respond to inquiries from businesses, developers, and other stakeholders
- Support coordination of economic development projects, including communication with engineers, planners, utilities, and agencies
- Assist with zoning, permitting, and development-related processes
- Conduct outreach to existing businesses to support retention and identify opportunities
- Assist in identifying and preparing grant applications and supporting documentation
- Support downtown revitalization efforts, including Main Street development initiatives
- Assist in identifying potential business and tenant opportunities within the Town

- Maintain records and prepare reports on economic development activities and progress
- Follow all Town policies and procedures
- Perform other related duties as assigned

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Economics, Planning, Marketing, or a related field
- Valid Tennessee driver's license required
- Must pass a pre-employment drug screening
- Basic understanding of economic development, business, or government operations
- Ability to organize and manage multiple tasks and projects
- Strong written and verbal communication skills
- Ability to work independently with limited supervision
- Proficiency in Microsoft Office and basic computer applications
- Ability to develop professional documents, reports, and presentations
- Dependable and punctual with a strong work ethic
- Ability to interact professionally with coworkers, businesses, and the public
- Willingness to learn and adapt in a developing role

PREFERRED SKILLS

- Internship or experience related to economic development, planning, marketing, or local government
- Familiarity with rural or small-town communities
- Experience with research, data analysis, or grant writing
- Experience developing marketing materials or managing content platforms
- Ability to take initiative and contribute to building new programs or processes
- Interest in community development and long-term planning

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed primarily in an office setting with periodic field work, including site visits, meetings, and community events. Duties may require occasional travel within the region and attendance at meetings outside of regular business hours.

The position involves extended periods of sitting, computer use, and communication with stakeholders. Occasional walking, standing, and light lifting may be required.

COMPENSATION AND BENEFITS

- Salary range: **\$55,000 – \$70,000 annually**, depending on qualifications and experience
- Comprehensive benefits including health insurance, retirement plan participation, paid vacation and sick leave, and observed holidays