



**Town of Suffield
Job Posting**

Position: Economic Development Specialist

Post Date: January 9, 2022

End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking an Economic Development Specialist who will be responsible for assisting private landowners in industrial land sales to attract and retain commercial and industrial businesses to Suffield. Help expand the tax base by managing the Town's marketing program for retaining and promoting business expansion while recruiting new retail, commercial, industrial, and service business to settle in the Town of Suffield. The position will interface with local Chambers of Commerce, work with Town boards and commissions, and assist the First Selectman on Town projects. Serves the residents of Suffield in a customer-oriented manner that promotes a positive and professional image for the Town government.

Supervision Received:

Reports to the Director of Planning & Development and Economic Development Commission.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Works with property owners and businesses interested in growing or relocating to the Town of Suffield and provides information on opportunities for location or relocation in Suffield.
2. Maintain and update an inventory of available vacant parcels and commercial and industrial space.
3. Assists in the development of a marketing plan for Suffield, including the creation of publications and marketing materials for the purpose of business attraction and retention. Responsible for implementing the marketing plan and keeping materials current.
4. Makes marketing presentations, conducts tours; meets with new and existing business representatives; responds to businesses interested in relocating or expanding to Suffield.
5. Tracks and reports statistics related to the Town's development and maintains and updates current business listings and industry profiles.
6. Attends meetings including the Bradley Development League Operations Committee and Board of Directors as required and all meetings of the Economic Development Commission.
7. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities.
8. Attend seminars, conferences, or other educational opportunities to remain current on developments in relevant fields.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. A Bachelor's degree from an accredited college or university in public or business administration, economic development, marketing, urban planning, or a related field or
2. Any equivalent combination of education and experience that provides the required skills, knowledge, and ability.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills, and Abilities:

1. The ability to analyze complex data and apply it to the municipality, prepare reports, and develop comprehensive oral and written communication skills are required.
2. Ability to establish and maintain effective working relationships with other employees and the public; developed interpersonal skills that will allow for positive and productive interactions with subordinates, peers, superiors, elected officials, and members of the public.
3. Knowledge of personal computers and office software, including MS Excel, Word, and PowerPoint.
4. Ability to determine work priorities to meet established schedules.
5. Ability to work with various groups of people, establish, and maintain an effective working relationship.

Special Requirements:

1. A valid, active Motor Vehicle Operator's license is required.
2. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

Tools and Equipment Used:

Computer, calculator, phone, copy machine, large format printer, and motor vehicle.

Physical Demands:

The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to read, interpret and analyze documents and write reports, grant requests, and correspondence.

The employee regularly interacts with people about matters that may generate conflict and different points of view. Must be able to be firm but flexible and endure stress while maintaining a courteous and positive attitude. The employee must be able to attend evening meetings when necessary. The employee must be able to make site visits and physically inspect properties. This may include climbing stairs and walking outdoors on uneven and sometimes hazardous terrain. The employee must be willing to travel if necessary.

Work Environment:

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, and photocopiers. The noise level in the work environment is usually quiet.

General Guidelines:

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. Functions, duties, responsibilities, and activities may change at any time, with or without notice.

Travel:

Travel is primarily local during the business day, although some out-of-the-area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

Part-time position, maximum of eighteen (18) hours per week. Anticipated hours for the position are three, 6-hour days, with preferred days being Monday, Tuesday, and Thursday. Town Hall hours of operation are Monday - Thursday 8:00 am - 4:30 pm, Friday 8:00 am - 1:00 pm. Actual work schedule to be determined. This position occasionally requires hours beyond those scheduled hours, including evening commission meetings and evening work, as job duties demand.

Compensation and Benefits:

\$32.00 to \$37.39 per hour; non-benefit eligible position.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to sfoley@suffieldct.gov or mail to the Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078.

The Town of Suffield is an equal opportunity employer m/f/d/v.

The above posting is intended as a guide and is not a complete description of the position or process