

ECONOMIC DEVELOPMENT SPECIALIST

BASIC FUNCTION

Provides consulting and technical assistance to businesses interested in obtaining federal, state, and/or local goods and services contracts; assists in the operations and marketing of the Procurement Technical Assistance Center's (PTAC) program and activities; and provides client orientation, market analysis, and training to clients in Riverside and San Bernardino counties and PTAC satellite locations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for performing specialized technical duties in support of businesses interested in selling their products or services to the government. Employees at this level work independently, exercise judgment and initiative, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides consulting and technical assistance to business owners and individuals starting businesses in and around Riverside and San Bernardino counties; counsels and advises local businesses on PTAC services, marketing strategies, and federal, state, and local contracting practices.
2. Provides assistance with market research, contracts, payments, certifications, Small Business Innovation Research (SBIR)/Small Business Technology Transfer (STTR) programs, and other matters relevant to obtaining a public contract.
3. Provides professional guidance and assistance in marketing and selling products and/or services to the Department of Defense (DOD), other federal agencies, state, and local governments, and large prime contractors and/or subcontractors.
4. Matches clients' products and/or services with appropriate business opportunities; obtains and explains specifications, application processes, certifications, and related information required to conduct business with government entities; prepares requests to be placed on solicitation mailing lists, bid packages, and offers; provides post-award assistance in areas such as production, quality system requirements, finance, engineering, and transportation.
5. Consults in such areas as identifying market niches, market research, and access to market studies and marketing plans.
6. Maintains accurate records on consulting/counseling services provided and case management including, but not limited to, problem identification, research, and resolution stages.
7. Assists in the continued development of the PTAC by cooperating with community business organizations and agencies and by maintaining working relations with key public, state, and federal agencies.
8. Attends conferences and expositions to engage in business outreach; hosts workshops, conferences, and classes; makes presentations to various organizations and agencies.
9. Participates in District-provided in-service training programs.
10. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of preparing bid and proposal documents, developing proposals, and preparation.
2. Pricing principles for a diverse range of products and services.
3. Pre- and post-contract award procedures.
4. General business practices, including marketing strategies.
5. Methods used in evaluating business potential for specific goods and services.
6. Operations and services provided through federal, state, and local government agencies.
7. Methods of evaluating subcontracting opportunities.
8. Current and future economic development opportunities in the local area.
9. Mathematical and project budgeting principles.
10. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
11. Computerized retrieval and use of DOD specifications and standards.
12. The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
13. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Counsel local businesses on the acquisition of government contracts.
2. Conduct research into economic development opportunities.
3. Identify and analyze problems and develop recommendations related to the area of assignment.
4. Maintain strong relationships with federal, state, and local government agencies, local businesses, and Chambers of Commerce to further the program's options for small businesses.
5. Evaluate client's products or services and match them to business opportunities.
6. Make public presentations to the business community.
7. Maintain current knowledge of specialized programs and services, procurement practices, and key contacts in various procurement offices throughout the region and state.
8. Advise clients on financial resources available to them.
9. Maintain complex files and records on program activities and audit for accuracy.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Safeguard confidential or sensitive information.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree in business administration or a related field and three (3) years of experience

working with small businesses in the acquisition or procurement of government contracts for goods and services; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.