

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD
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East Hartford, Connecticut 06108

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DEPARTMENT OF
HUMAN RESOURCES

www.easthartfordct.gov

May 14, 2015

EMPLOYMENT OPPORTUNITY
CSEA INC/SEIU, LOCAL 2001

ECONOMIC DEVELOPMENT SPECIALIST
DEVELOPMENT
GRADE 10

There is a vacancy for the position of Economic Development Specialist in the Development Department.

Any member of the CSEA INC/SEIU, Local 2001 Bargaining Unit interested in this position should complete the attached Application for Review of Qualifications. Completed application must be returned to the Human Resources Department by 4:30 p.m. May 22, 2015.

Attachments: Job Description and
Application for Review of Qualifications

Please post immediately: 5/14/15

Remove: 5/22/15

TOWN OF EAST HARTFORD

TITLE: Economic Development Specialist **GRADE:** 10

DEPARTMENT: Development **DATE:** 11/4/98

POSITION DEFINITION: Works under the general direction of the Director of Development. Plans, designs, coordinates and administers matters relating to the promotion and development of economic resources of the Town and coordinates services and programs related to economic development of the Town. Assumes administrative responsibility for researching and recommending procedures to encourage, implement and monitor development projects utilizing federal, state and private participation.

ESSENTIAL JOB FUNCTIONS:

- Plans and directs economic development, activities and programs.
- Actively solicits and negotiates with businesses to encourage their location within the Town, and works with existing business to retain their presence and assist with their expansion plans and any problems they may experience.
- Plans and develops brochures and promotional materials for the Town.
- Serves as staff to the Economic Development Commission and participates in other community organizations, including meetings outside normal working hours and at other locations if necessary.
- Administers and promotes the Town's Enterprise Zone activities and oversees various other local, state and federal incentive programs.
- Maintains economic development data and information on existing businesses and available land and buildings.
- Maintains correspondence and prepares periodic narrative and statistical reports as required by the Development Director and outside agencies.
- ~~Assists public and private entities in the preparation of grant application and contracts for the implementing federal and state grants.~~

ADDITIONAL JOB FUNCTIONS:

- Assists in providing technical data and research services to Town departments, boards, commissions and the public, as required.
- Attends meetings, including night meetings, as needed.
- Participates in professional economic development organizations.
- Conducts site visits.
- Develops and maintains Town of East Hartford web site.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish and maintain cooperative relationships with public officials, business and civic leaders.
- Ability to make effective verbal and written presentations.
- Sound knowledge of the State and regional business community.
- Computer literacy, mapping techniques, familiarity with word processing, spreadsheets, databases and GIS.
- Knowledge of research techniques.
- Ability to analyze data and develop alternative solutions to problems.
- Uses a computer terminal to enter and retrieve information.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Work in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination.

JOB QUALIFICATIONS:

Bachelor's degree in economics, business, public administration, or related field is preferred. Three to five years experience in industrial/commercial development or in an economic development organization, or any combination of education and experience which provides a demonstrated ability to perform the duties of the position.

LICENSING REQUIREMENTS:

- Valid Driver's License

The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.



TOWN OF EAST HARTFORD

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 East Hartford, Connecticut 06108
 Easthartfordct.gov

Phone
 (860)291-7220

APPLICATION FOR REVIEW OF QUALIFICATIONS

POSITION APPLIED FOR	DEPARTMENT	
APPLICANT'S NAME (LAST, FIRST, MIDDLE)		
STREET ADDRESS	CITY/TOWN	STATE/ZIP
TELEPHONE NUMBER (HOME)	TELEPHONE NUMBER (WORK/CONTACT)	
PRESENT JOB TITLE	LENGTH OF TIME IN POSITION	

EDUCATION

List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:

School	Address	Course/Major	Degree/Certificate

Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for (attach a separate sheet if necessary):

I certify that the statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that any falsification of facts will subject me to disqualification or dismissal.

Signature: _____ Date: _____

TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT	DATE OF HIRE	
	SENIORITY DATE	
	GRADE/STEP	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments: _____ _____ _____		
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments: _____ _____ _____		
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment: From _____ to _____ month year To _____ to _____ month year	Name and Title of Supervisor		Telephone Number
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