

DEVELOPMENT SPECIALIST

Department:

Reports To:

Division:

Location:

FLSA Status: Exempt

Classification: Full-Time/Civil Service

Approved By: Civil Service Board

Date of Approval: June 2004

Pay Grade Level: 8

JOB SUMMARY

Coordinates and administers specialized development functions, such as managing databases, reporting financial data, developing mailing lists, and soliciting cooperative endeavors, in support of ongoing or special project funding programs by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Essential Duties and Responsibilities include the following:

- Coordinates production of public relations materials to enhance institution image and promote economic development and other cultural programs
- Researches sources of mailing lists, information, and cooperative programs
- Assists in production of cultural and tourism events
- Coordinates campaigns to promote cultural, tourism, and economic development
- Plans, designs, and conducts research to aid in interpretation of economic relationships and in solution of problems arising from production and distribution of goods and services
- Studies economic and statistical data in area of specialization, such as finance, labor, tourism or agriculture
- Devises methods and procedures for collecting and processing data
- Compiles data relating to research area such as employment, productivity, and wages and hours
- Reviews and analyzes economic data in order to prepare reports detailing results of studies, and to stay abreast of economic changes
- Organizes data into report format and arranges for preparation of graphic illustrations of research findings

- Testifies at regulatory or legislative hearings to present recommendations
- Develops comprehensive plans and programs for utilization of land and physical facilities
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data
- Confers with local authorities, civic leaders, social scientists, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses
- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal
- Reviews and evaluates environmental impact reports applying to specified private and public planning projects and programs
- Oversees the overall design, development, and communication of planning activities that ensure market competitiveness and organizational excellence
- Serves as strategic liaison for key organizational initiatives between all departments and the general public
- Assesses current models of governmental operations and develops appropriate new models as needed
- Participates in policy development
- Manages development databases and updates mailing lists, financial records, and printed labels
- Tracks and reports department expense budgets and revenue figures
- Researches and prepares specific data for use in grant proposals
- All parish government employees in a declared emergency shall be considered essential personnel

Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

May supervise part-time, temporary, and permanent clerical staff in the performance of job duties.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Customer Service - Responds to requests for service and assistance; Meets commitments.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and/or Experience. Bachelor's degree from four-year college or university; or two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Mathematical Skills. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must have good knowledge of the methods, practices, and procedures in proper personnel administration; must possess basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software; business English, spelling, punctuation, and basic methods and techniques in record keeping and filing systems.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

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

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.