

DOWNTOWN DEVELOPMENT DISTRICT



NEW ORLEANS

TITLE:

Economic Development Specialist

REPORTS TO:

Director of Economic Development

SUMMARY OF RESPONSIBILITIES:

Assist the Director of Economic Development in achieving the economic development mission of the DDD. The Economic Development Specialist inspires private investment in the district by providing accurate, up-to-date data and other information about downtown properties, demographics, economic statistics, and economic development incentive programs offered by the DDD including tax credits targeted to businesses and real estate development community and other agencies. In many instances the Economic Development Coordinator will be the first point of contact for property owners, real estate developers, brokers and businesses who need data and other tools to promote the benefits of doing business and developing real estate downtown.

QUALIFICATION STANDARDS

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.

Education

Bachelor's Degree in economic development, urban planning, business, finance, real estate or related field.

At the discretion of the President & CEO experience may be substituted for education.

Experience

At least two years experience in one of the fields listed above demonstrating strong analytical and relationship-building skills.

Must have excellent oral and written communication and computer skills.

Must have familiarity with city comprehensive zoning ordinance, Historic District Landmarks Commission (HDLC) regulations, and the City Code.

Must have a working knowledge of database management.

Demonstrated ability to collaborate and work as a member of a highly motivated, results oriented, and collegial team.

Experience in urban design, real estate and/or planning is desirable.

Strong internet research skills helpful.

ESSENTIAL DUTIES

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain working expertise of DDD subscription-based market analytic tools such as CoStar, Placer.ai, and MapDash.

Maintain inventory of retail, residential and commercial space availability, leasing information, occupancy rates, and related information.

Maintain inventory of downtown planning information such as land uses, zoning, historic districts, etc.

Maintain up-to-date property owner records and tax assessment data.

Maintain inventory of useful maps, photographs, and other visual tools necessary for promoting downtown.

Maintain downtown plans, studies and related information for distribution as needed.

Collect, analyze and disseminate data/analytics to influence public policy, programs, and investment decisions. Provide site-specific and area-wide reports based on GIS and other sources as needed.

Prepare recruitment information packages to assist in retaining and attracting downtown businesses.

Provide assistance to realtors, prospective tenants and property owners serving as liaison between prospects and property owners and/or appropriate city departments.

Assist businesses in various aspects of the development process including permits and city approvals.

Develop innovative technical assistance programs to enhance business retention and attraction, and expansion efforts in collaboration with key economic development partners.

Process all Façade Improvement Applications.

Respond to requests for information from the general public on demographics, properties, etc.

Perform related duties as assigned.

SUPPORTIVE DUTIES & RESPONSIBILITIES

Work with Manager Public Safety & Special Projects to evaluate downtown properties for compliance with the City's zoning and sign regulations, the Historic District Landmarks Commission (HDLC) ordinance, and the City Code regulations.

Work with DDD departments to identify problems with existing legislation, ordinances, codes, etc., which regulate the Downtown Development District and devise solutions to address shortcomings.

Work with the Marketing and Special Projects departments on joint projects impacting economic development downtown including the production of Downtown Quarterly Market Reports

Maintain liaison with the City of New Orleans Department of Economic Development, Greater New Orleans Inc, New Orleans Business Alliance, job training and related agencies to execute projects.

Devise and implement strategies to execute DDD work priorities in the areas of target industries such as health care, life sciences, technology, digital media and more.

Contributes to the preparation of grant funding applications.

Supports Economic Development Director in working with and through community and other groups in providing administrative support.

KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential duties of the position, with or without reasonable accommodation, using some combination of knowledge, skills, and abilities:

- Ability to read the English language to fully comprehend work requests, caution notices, and similar written materials.
- Ability to accurately type at least 25 wpm.
- Ability to prepare and analyze data, figures and transcriptions prepared on and generated by computer.
- Ability to work with fingers to pick, pinch, type and execute substantial movements (motions) of the wrists and hands as requested.

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- Ability to perceive the nature of sound with or without a correction. Ability to receive detailed information through oral communication and make fine discriminations in sound.
 - Ability to exert up to 10 lbs. of force occasionally and/or a negligible amount of force to frequently or constantly lift, carry, push, pull or otherwise move objects including the human body; sitting most of the time; walking and standing are occasionally required.

Licenses or Certificates

None required.

Salary Range

Range is between \$55,000 and \$70,000.