



# HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

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## COMMUNITY DEVELOPMENT SPECIALIST (Economic) Community and Economic Development Office

POSTING DATE: April 12, 2011

DEADLINE TO APPLY: April 29, 2011

RATE OF PAY: \$801.02/week

POSITION STATUS: Regular FT

EXEMPT/NON-EXEMPT: Exempt

CLASSIFICATION GRADE: 16

### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

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Responsible for assisting the Economic Development Specialist in the development of economic opportunities for Burlington residents by providing financial and technical assistance to local businesses and collaborating with public, private, and non-profit sector partners to connect unemployed and underemployed Burlington residents with quality jobs.

#### Essential Job Functions:

- Serves as primary point of contact to customer inquiries about business startup and area resources for business development.
- Provides assistance to CEDO office, business loan applicants, to help them develop and refine their business plans.
- Assists in implementing an outreach strategy to promote local entrepreneurial assistance and workforce development programs.
- Coordinates efforts with other providers of technical assistance, financial products and workforce development programs.
- Connect local businesses with government purchasing opportunities (Fed, State, local)
- Conducts site visits to programs and businesses as needed and appropriate.
- Maintains adequate databases, files and records of contacts with customers
- Supervises, trains, and evaluates Americorps VISTA members as required.
- Writes grants, provides research to support both ongoing operations and special projects.
- Develops and delivers presentations on economic development topics at local educational institutions and workshops.

#### Non-Essential Job Functions:

- Other duties as required.

#### Qualifications/Basic Job Requirements:

- Bachelor's degree, or two years of college and two years experience in managing/owning a business required.
- Minimum two years of experience working with organizations engaged in promoting economic development, housing development, or community development or an additional two years experience managing/owning a business required.
- Minimum of two years experience in business assistance or related business experience required.
- Computer literacy in both word processing and spreadsheets required.
- Commitment to continued education in relevant areas required.
- Demonstrated success in fostering collaborative relationships or coalitions
- Proven ability to work in a team environment, while also being self directed
- Ability to communicate effectively orally, in writing, and in situations that require public speaking.
- Excellent administrative skills, including an ability to plan, coordinate and evaluate complex projects involving multiple public and private partners.
- Knowledge of workforce development programs
- Knowledge of the needs of small businesses, small business assistance, technical and financial products and programs.
- Knowledge of financial issues and marketing issues related to small business start up and expansion.
- Ability to provide technical assistance to businesses in areas such as construction management, marketing, and/or financing, package loans, write business plans and prepare financial projections to analyze financial feasibility of funding proposals.
- Must successfully pass a background check prior to commencing employment

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter and resume by April 29, 2011 to:** Human Resources Department, 131 Church St., Burlington, Vermont 05401.

Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or (802) 865-7142 (TTY) or visit our website at

[www.hrjobs.ci.burlington.vt.us](http://www.hrjobs.ci.burlington.vt.us)

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**