

Committee Members

Mayor Joe Stear	Randy Shroll
Lisa Bachman	Mike Smith
David Gronbeck	Blake Watson
Casey Grant	City Staff:
Kara Medrano	Wendy Howell
Ana Paz	Chris Engels
Julie Roberts	



CITY OF KUNA

Kuna City Hall Conference Room, 751 W 4th Street, Kuna, Idaho 83634

Kuna Economic Development Committee

AGENDA

Thursday, August 3, 2017

12:00 P.M. – 1:00 P.M.

- 1. Review of the job description for an Economic Development Specialist.**
- 2. Review of the summary from the Comp Plan Discussion and the preferred areas of growth.**

Economic Development XXX

Closing Date: Until Filled

Position Type

Full-Time

Salary

\$XX.XX

General Statement of Duties

This position performs a wide range of activities related to economic development such as developing, implementing and coordinating business expansion, relocation, marketing and tourism. A high degree of human relations skills is required to promote community programs, establish credibility and gain cooperation and active involvement from potential program participants. This position works under the direction of the **XXX**.

Key Duties and Responsibilities:

- Establish a network of private and public contacts to market Kuna;
- Assist in business expansion and entrepreneurial development;
- Develop marketing material and plans to promote Kuna;
- Promote tourism related activities;
- Maintain and regularly update community profile and demographic information;
- Research and provide site locations and infrastructure information to potential business;
- Prepare news releases and work with media to promote strong coverage of economic development;
- Develops and implements marketing strategies to attract businesses and industries to expand economic opportunities, consistent with the City's strategic and comprehensive plans;
- Advise businesses with financing, job training, business resources and workforce development;
- Reach out to potential businesses and track and report on outcomes;
- Gather, compile, maintain and organize demographic, economic and financing resource information;
- Perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Respond to information requests in a courteous, tactful and diplomatic manner;
- Contact commercial, industrial, and manufacturing companies for potential relocation to the City.
- Perform various familiarization tours and present services to prospective new businesses.
- Attends civic and public meetings for the purpose of explaining various economic development projects and proposals and coordinate efforts of citizen participation groups in developing related plans and proposals.
- Prepares correspondence, presentations and reports.
- Performs other related duties as required;

Knowledge

- Public relations techniques and methods;
- Office operations and administrative support functions;
- Federal, state, county, and city laws pertaining to economic development;
- Modern office procedures, practices, equipment and software;
- Research methods and techniques;

Ability to:

- Follow written and oral instructions;
- Communicate clearly and concisely both orally and in writing;
- Handle multiple task under pressure of time sensitive deadlines;
- Must have and demonstrate effective social networking skills and abilities;
- Ability to work under pressure and meet deadlines and interact in a friendly manner with all audiences;
- Establish and maintain effective working relationships with government officials, agencies, business organizations, lending institutions, civic groups, educational institutions, media, and others;

- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties.

Acceptable Experience and Training

- High school diploma or GED equivalency is required, supplemented by college level courses in marketing, economic development, communications or public relations or a related field; and
- Preferably two years' experience working in an economic development agency or in marketing; and
- Considerable experience in business recruitment or economic development programs;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must successfully complete a background investigation through the National Crime Information Center (NCIC).
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and text documents, blueprints, and diagrams;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and to make adjustments to equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without accommodation, which permits the employee to work in an office environment.

The City of Kuna is an Equal Opportunity Employer.

The City of Kuna will afford a preference to employment of veterans of the US Armed Services in accord with provisions of Idaho Code 65-502 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code 65-502 or its successors will be employed.

The City of Kuna maintains a pre-employment drug screening policy.

Please fill out and submit the application for employment along with a resume and cover letter. Application is available at <http://www.kunacity.id.gov/Jobs.aspx> . Please submit the above items by one of the following methods:

1. Mail to: City of Kuna, PO Box 13, Kuna, Idaho 83634
2. Email to: XXX
3. Deliver in person to: 751 W 4th St., Kuna, Idaho 83634