

## Economic Development Specialist

---

The Economic Development (ED) Specialist assists in planning, designing, coordinating, reviewing, and managing the City's economic development and physical land use strategies and programs. This full-time role supports economic development initiatives within the City of North Canton. Reporting directly to the Director of Administration, with oversight by the Deputy Director of Administration, the position involves interaction with a diverse range of City staff, elected officials, citizens, vendors, and community leaders. The ED Specialist is responsible for developing and implementing strategies to attract, retain, and expand businesses, foster job creation, and enhance the overall economic well-being of the community. Some early morning, evening, and weekend work will be required. The position will clerk boards such as the CIC (Community Improvement Corp.), TIRC (Tax Incentive Review Council), and CRA (Community Reinvestment Area) commercial & residential CRA Board. Experience with new business development, and marketing, and a thorough understanding of ED incentives such as TIF, JEDD, CEDA, and commercial and residential CRAs is beneficial.

### Work May Include:

- Providing technical assistance to businesses and the public
- Marketing, business attraction, retention, and expansion efforts
- Creating, managing, and analyzing databases
- Utilizing GIS, reporting, and website information
- Interacting with various agencies, officials, boards, and commissions
- Proposal and grant writing
- Providing complex administrative and project support and management for City departments

### Key Responsibilities:

- Aptitude for strategic and critical thinking, with a focus on an analytical approach to achieving desired project outcomes.
- Excellent project management skills and highly organized.

### Qualifications:

*Education:* Bachelor's degree in public administration, urban planning, business administration, economics, or a related field. Master's degree preferred.

*Experience:* Minimum of 3-5 years of experience in economic development, grant writing, project management, or a related field.

*Skills:*

- Proven track record of successful grant writing and management.
- Strong project management skills with the ability to handle multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite.
- Knowledge of economic development principles, practices, and tools.
- Ability to work collaboratively with diverse stakeholders.

*Additional Requirements:*

- Valid Ohio driver's license.
- Ability to attend evening and weekend meetings and events as needed.
- To see full position description and apply please complete an application and/or submit resume at [NorthCantonOhio.gov/jobs](http://NorthCantonOhio.gov/jobs).