



CITY OF SHREVEPORT  
CLASS SPECIFICATION  
Unclassified Position  
Economic Development Analyst

EFFECTIVE: 10/15/2021  
DATE ADOPTED:

GRADE: Unclassified  
CLASS NO:

**PAY RANGE**      **\$55, 000**                      **Annually**

**ESSENTIAL DUTIES:**

1. Serves as a key advisor to the OED Director with regard to economic and financial modelling and analysis, performing a full range of professional, analytical, financial, systems, statistical, programmatic, management and other administrative analyses duties related to providing responsible City-wide economic and community development related to business attraction, expansion, retention, marketing and economic research consistent with City policy. Recommends action and assists in policy, procedure, work methods, budget development and implementation related to economic growth and development; coordinates assigned activities with other divisions, outside agencies, and the general public; and performs related duties as assigned.
2. Is generally assigned responsibility for the management and administration of a specific initiative and independently performs analytical, financial, systems, statistical, programmatic, management, and other administrative analyses duties in providing responsible support activities related to the objectives of the office.
3. Assignments are typically received in broad, outline form, and incumbent is expected to act independently in utilizing applicable resources and information. Projects may include statistical analysis, operations support, policy, procedures and budget development, or other areas specific to the office, and will generally result in development of related business communications (ie: presentation decks) and presentation to stakeholders. Incumbent is expected to exercise independent judgment in selecting study approach and analytical techniques and in making sound recommendations based on study results.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

*Knowledge of:*

- Modern software and analytical tools commonly in use to assess economic impact and/or the past or projected future financial outcomes of an initiative.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs related to the area of assignment.
- Principles and applications of critical thinking and analysis.
- Techniques and formulae for administrative, financial and comparative analyses.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Finance and accounting systems.
- Principles of business letter writing.
- Federal, state, and local government organizations.
- Modern office procedures, methods, and equipment including computers and various software packages, which may include desktop publishing applications in the preparation of printed, graphic and presentation materials.
- English usage, spelling, grammar, and punctuation.

*Ability to:*

- Plan, organize, direct, coordinate, and evaluate the assigned programs, projects, events, or technical area.
- Coordinate and participate in the development and administration of program goals, objectives and procedures.

- Perform a range of professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Collect, evaluate and interpret varied information and data.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Develop recommendations for problematic areas and implement and monitor changes.
- Read and interpret plans and specifications.
- Prepare clear and concise technical, administrative and financial reports.
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Understand the organization and operation of the City, assigned program, and outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Properly interpret, ensure compliance with, and make recommendations in accordance with laws, regulations and policies.
- Identify and respond to community and organizational issues, concerns, and needs.
- Coordinate multiple projects and meet critical deadlines.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Participate in the preparation and administration of budgets.
- Operate and use modern office equipment including a computer and various software packages.

#### **MINIMUM PREFERRED QUALIFICATIONS:**

1. Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning or a closely related field.
2. A minimum two years of responsible, professional level administrative and analysis experience. Governmental agency experience relative to economic development preferred, or experience in the private sector working with governmental officials in areas related to local economic development.
3. Experience in the implementation and integration of packaged software systems related to modelling of economic impact and financial reporting. Experience in query writing and analysis, database update and management is desired.
4. Outstanding written and verbal communication skills. Independent problem solver with the ability to creatively translate business requirements into technical solutions.

#### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials. Tasks require perception and discrimination of visual and oral communication ability.

#### **WORK ENVIRONMENT:**

Tasks are regularly performed without exposure to adverse environmental conditions.

**NORMAL PROMOTIONAL PATH FROM THIS CLASS:** Any higher class or level for which eligible and qualified.

**“Please send resume and cover letter via email to [drew.mouton@shreveportla.gov](mailto:drew.mouton@shreveportla.gov) by December 31<sup>st</sup>”**