



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Economist	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 10
<b>Reports to:</b> Chief Planner	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> March 1, 2022	<b>Union Status:</b> Non-represented

### Summary

Professional, technical and administrative work supporting the mission of the Cape Cod Commission by developing and implementing economic development plans, programs and strategies; all other related work, as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Leads economic development planning and technical assistance program for the region; conducts economic impact analyses and designs special projects to advance regional economic development.

In coordination with Chief Planner, Deputy and Executive Directors, writes and oversees the implementation of the Comprehensive Economic Development Strategy (CEDS) for Barnstable County required by the United States Economic Development Administration (EDA). Designs and leads the public planning and evaluation processes for the CEDS and, as needed, for the economic development section of the Regional Policy Plan (RPP). Coordinates staff assistance on the economic development element of town local comprehensive plans (LCP); provides data and expertise in LCP development including knowledge of state economic development tools and their appropriate use locally.

Provides staff support to the Barnstable County Economic Development Council (EDC) relative to CEDS planning, implementation, and annual evaluation.

Writes and/or reviews staff reports for the economic impact portion of Development of Regional Impact reviews in accordance with the economic development standards of the RPP.

Directs and conducts policy and primary research related to economic development for the Commission. Designs primary and secondary research studies, survey instruments and completes analysis of data collected.

Directs the collection and analysis of economic, fiscal and market research and data for Cape Cod; responsible for updating and maintaining Commission's Data Dashboards.

Designs regional economic measures to benchmark the regional economy against basic principles of economic development outlined in the RPP and CEDS.

Designs engagements for intensive technical assistance to towns on economic development challenges that are multifaceted in nature, touching on economics, land use and resource planning, and transportation. Leads multidisciplinary teams of staff from multiple commission programs.

Represents the Commission with businesses, economic development organizations, towns, the media and the public; serves on boards and committees.

As directed, responds to public and press inquiries about the regional economy; provides presentations on the regional economy and the economic development work of the Commission.

Performs similar or related work as required, or as situation dictates.



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### **Supervision Received and Exercised**

Works under the general direction of the Chief Planner. Employee functions independently, with limited supervision and exercises independent judgment in the daily performance of duties. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' work on specific projects in a project management capacity.

### **Qualifications**

#### **Education and Experience implement**

Master's Degree from an accredited college or university in economics, urban or regional planning, public administration, or related field; minimum of five years of experience in economic development at the local, regional or state level; or an equivalent combination of education and experience.

Knowledge of: Advanced knowledge of economic and business development. Knowledge of the economic, sociological and environmental aspects of development. Working knowledge of planning programs and processes, municipal zoning, finance and capital planning. Knowledge of economic development analytical and development tools. Knowledge of the principles and techniques of regional economics and econometric analysis..

Ability to: analyze problems, identify solutions and make and recommendations; establish and maintain effective working relationships with board and committee members, officials and the general public; exercise considerable tact, persuasiveness and resourcefulness; communicate effectively orally and in writing; understand the region's political environment and sensitivities; work on and manage multiple projects within the same timeframe; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

Skill: writing, public speaking/presentation, analytical, organizational, interpersonal/collaborative communication, facilitation and negotiating; computer skills that encompass effective use of word processing, spreadsheet, project management, presentation, email and internet browser software; graphic design skills helpful.

Required Licensing/Certification: A valid U.S. Driver's License

### **Job Environment**

Most work is performed under typical office conditions with moderate noise; some work is performed outdoors under varying weather conditions; occasionally required to attend evening/weekend meetings. The volume of work is sometimes affected by funding deadlines and other time constraints. Operates a computer and general office equipment; operates an automobile.

### **Physical Requirements**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort required; occasional light physical effort required when conducting field inspections including ascending/descending stairs and maneuvering uneven terrain; may be required to move/transport up to 25 pounds such as boxes and books. Ability to operate a keyboard and standard office equipment at efficient speed. Frequently conveys department information at meetings and with the public. Operates automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*