

ECONOMIC DEVELOPMENT SPECIALIST

CMPDD is seeking to hire an Economic Development Specialist preferably with at least 3 years of experience. This is responsible work involved in the planning, preparation and implementation of short-range economic development programs and projects. The work involves considerable contact with localities within the Central Mississippi Planning and Development District's 7-county region. The candidate must have a strong academic and working knowledge of economic development practices as well as meeting planning skills.

The candidate will be responsible for such duties as: 1) Providing technical assistance and guidance to local governments in obtaining funding for infrastructure improvements from the Economic Development Administration (EDA) and other federal agencies. 2) Assist in performance of various internal administrative tasks to maintain the Districts EDA eligibility and in fulfillment of the Districts Comprehensive Economic Development Strategy (CEDS). 3) Assist in coordinating regional meetings for various statewide groups such as the Mississippi Municipal Association (MML) and Mississippi Association of Supervisors (MAS). 4) Assist other Planning and Development District's (PDDs) with the coordination of regional meetings and receptions hosted by the Mississippi Association of PDDs (MAPDD). 5) Assist with the planning and coordination of the annual MAPDD conference. 6) Work with local Economic Development Agencies to aid in providing communities with the best opportunities for economic growth including gathering statistical data on industrial parks, assist in mapping industrial parks, assist in marketing tax incentive programs for businesses, and gathering general statistical data that can aid economic developers. 7) Meet with industry and small business professionals, and provide information for site selection. 8) Preparation of economic and fiscal impact studies and other market analysis reports, including compiling and analyzing data relating to proposed industries, retail outlets, and major recreational/ convention facilities, etc.

Inquiries can be sent to: ccarr@cmpdd.org