

ECONOMIC DEVELOPMENT ANALYST PROFESSIONAL LEVEL OPPORTUNITY

City of Dallas Office of Economic Development Area Redevelopment Division City of Dallas, Texas

The City of Dallas seeks an Economic Development Analyst to assist with the City's area redevelopment division. The focus of the position is area revitalization utilizing tax increment financing and other special purpose districts; coordination of public improvement district operations; and special projects related to redevelopment of targeted neighborhoods.

Qualifications: Applicant must have completed a Master's Degree in urban planning, public administration, business administration, economics/finance/accounting or related area. Preferred candidate should have basic familiarity with financial analysis of development projects, an understanding of the impact of good urban design on long term property value and the ability to coordinate the volunteer boards and manage projects within the constraints of local government. Direct experience with TIF or PID program planning and administration, Main Street management, urban design and/or real estate development is desirable. Strong writing skills are a must and computer software skills with Microsoft Office products and basic GIS/mapping a plus.

Job Duties: Will work assisting Area Redevelopment Division in a variety of new and existing programs and special projects. Candidates will be exposed to real estate and economic development finance, and will work with public boards, community groups, private developers and businesses.