



## **Job Description**

### **Economist**

The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”), is the economic development agency of the City of Atlanta. This position contributes to the successful implementation of the vision and mission of Invest Atlanta ([www.investatlanta.com](http://www.investatlanta.com)).

#### **PRIMARY RESPONSIBILITIES:**

This is a full-time position reporting to the Managing Director of Business Development performing all aspects of supporting job creation and spurring investment for Business Development, Housing and Redevelopment.

The Economist will study the production and distribution of resources, goods and services by collecting and analyzing data, researching trends and evaluating economic issues to be used to market, promote and to strengthen the City of Atlanta’s overall economic position both nationally and internationally.

This position is highly-visible and will require solid business acumen and the ability to positively represent Invest Atlanta at all times.

#### **DUTIES AND RESPONSIBILITIES:**

- 1) Conduct research and analyze economic issues to be presented to various stakeholders.
- 2) Investigate and prepare reports and formulate plans to address economic problems.
- 3) Analyze, collect and process economic and statistical data using sampling techniques and other econometric methods as needed.
- 4) Analyze data using mathematical models and statistical techniques.
- 5) Prepare easily understood reports, tables and charts that are presented to several stakeholders throughout the City.
- 6) Interpret and forecast market trends including but not limited to the effect of taxes, inflation, interest rates, employment levels, business cycles, exchange rates, cost of products, environment and business climate.

- 7) Advise Invest Atlanta senior staff, important stakeholders, the board, city council and the mayor on economic topics.
- 8) Design policies or make recommendations for solving economic problems that can be addressed by the city and other regional entities.
- 9) Author articles for publication in academic journals and other media sources.
- 10) Be proactive in leading and organizing meetings and activities related to the reports and information generated.
- 11) Provide leadership and direction on which indicators will most impact the City and provide possible solutions on how to address the issue at hand.
- 12) Provide support to the Managing Director in areas of the Department's operation and execution.
- 13) Other duties as assigned.

Exercise fiscal responsibility in the utilization of government funds to accomplish objectives.

Job duties may be assigned or changed as required by the department director.

### **Requirements**

- At least 8 years experience as a leading Economist within the Economic Development or related field. Real estate experience a plus.
- A master's degree in Economics or related programs
- Detailed oriented
- Excellent oral and written communication skills
- Strong computer skills, demonstrated proficiency in MS Word, Excel, Power Point, CRM and other software programs.
- Business management skills
- Ability to work well with business, political, and community leaders
- Ability to take a leadership role

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.

Resumes should be submitted to Human Resources at [jobs@investatlanta.com](mailto:jobs@investatlanta.com).