



2000 Forest Ridge Drive, Bedford Texas 76021  
www.bedfordtx.gov (817) 952-2100

Open: May 15, 2014  
Close: Until Filled

**JOB POSTING**  
**Economic Development Analyst**  
**Full Time**  
**Monthly Salary: \$3,586**

**JOB SUMMARY:**

Under direction, performs a full range of professional and technical duties in support of the City's Economic Development Division's services, projects, and programs.

**MINIMUM QUALIFICATIONS:**

- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Must possess a valid Texas Drivers License
- Demonstrated knowledge of standard office procedures and equipment, bookkeeping and general ledger procedures.
- Advanced knowledge of various computer software packages relevant to this position's responsibilities such as PowerPoint, Graphics, Excel and Microsoft Word
- Must be able to type a minimum of 45 wpm

**SKILLS AND EXPERIENCE:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Advanced knowledge of Accounts Payable and Accounts Receivable procedures.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, citizens or members of the business community.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to write reports business correspondence, and procedure manuals.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**TO APPLY:**

Applications available online on City of Bedford web site ([www.bedfordtx.gov](http://www.bedfordtx.gov)) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*