



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

Open: April 9, 2014
Close: Until Filled

JOB POSTING
Economic Development Analyst
Full Time
Monthly Salary: \$3,098

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) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

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