

**CAREER OPPORTUNITY BULLETIN  
CITY OF BRISTOL TENNESSEE**

Posting Date 1/10/12      Position **ECONOMIC DEVELOPMENT PROFESSIONAL**  
Closing Date \_\_\_\_\_      Department Economic Development  
Salary Grade 303      Hiring Range DOQ  
Hiring Supervisor Michael Sparks

**POSITION DESCRIPTION:**

Plan strategies to identify, target and attract new business as well as assist existing business in operations and expansions within the city. Coordinate city economic development activities with appropriate local, state and federal agencies. Assist with the Bristol Tennessee Industrial Board. Represent the city at meetings, presentations, trade shows and develop proposals and promotional materials. Assist in the development of policies and procedures and evaluate the effectiveness of programs, both current and future. Assist in the preparation and administration of the economic development budget. May supervise other city employees in the economic development department.

**SKILLS AND REQUIREMENTS:**

Masters degree in Planning, Business Administration, Marketing or Public Administration, or related field is preferred. Bachelor's degree required. Two to five years of experience preferred.

CURRENT ASSOCIATES: TO APPLY FOR A POSITION THROUGH THE CAREER OPPORTUNITY PROGRAM, PLEASE FILL OUT A CAREER OPPORTUNITY APPLICATION AND SUBMIT TO THE DIRECTOR OF HUMAN RESOURCES, 801 ANDERSON STREET, ROOM 204, BRISTOL, TENNESSEE, BEFORE 5:00 P.M. ON THE CLOSING DATE. PREFERENCE MAY BE GIVEN TO INTERNAL CANDIDATES.

**THE CITY OF BRISTOL TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER. OUR GOAL IS FOR OUR WORK FORCE TO BE REPRESENTATIVE OF THE WORKING POPULATION OF BRISTOL, TENNESSEE. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, AGE, VETERAN STATUS, SEXUAL ORIENTATION, OR DISABILITY IN ALL MATTERS PERTAINING TO EMPLOYMENT AND PROMOTION; WE WILL NOT TOLERATE DISCRIMINATION ON THE PART OF MANAGERS OR SUPERVISORS. WOMEN, MINORITIES AND THE DISABLED ENCOURAGED TO APPLY. ALL APPLICANTS SUBJECT TO BACKGROUND CHECK, PHYSICAL EXAMINATION AND DRUG SCREENING.**