Eastern Band of Cherokee Indians

ECONOMIC ANALYST

Position Description

Program: Destination Marketing
Division: Commerce
Classification: Exempt
Pay Level: 16

Reports to: Director – Destination Marketing
Position Number: 908038001
Revision Date: 10/01/2022
Safety Sensitive: No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Responsible for professional, technical and public contact work in developing strategies to enhance tribe’s economic development and revenue diversification activities, including the complex analysis of data related to planning, financing, incentive packaging, marketing, and business assistance programs which guide the tribe’s economic development efforts. Work involves assisting in the strategic development of short and long-term economic and community development and redevelopment plans, gathering information, and preparing various studies, reports, maps, data, statistics, marketing information and web applications.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Researches, compiles, analyzes, interprets, and prepares data on economic conditions for the Eastern Band of Cherokee Indians.
- Reviews and analyzes economic data to prepare reports detailing results of performed research.
- Conducts surveys for determining and analyzing occupational employment statistics, wage information, labor supply and demand, tax revenues, insurance and utility rate structures, and other relevant economic data.
- Identifies economic indicators in respect to trends of the national and local economies. Develops economic forecasts.
- Assesses economic impact of tax laws and proposals and makes projections of anticipated revenue collection.
- Assists in establishing liaison and coordinating activities with other tribal departments, other agencies, various commissions, councils, business groups, trade associations, civic organizations, and federal, state, regional, and tribal government economic development agencies to promote business and economic growth in the area.
- Assists with new and existing large enterprise development opportunities, including the financial feasibility, profit-loss, and ROI calculations
- Guides new and existing large enterprise development concerns with development of a business plan and in monitoring actual versus projected performance.
- Guides new and existing large enterprise opportunities with market research studies and sales plans.
- Attends civic and public meetings for the purpose of presenting, explaining, and adopting various economic development or redevelopment projects and plans.
- Performs a wide variety of professional level research, administrative, and analytical duties in support of the tribe’s Economic Development functions, operations, and programs; performs research and studies including economic or financial studies; analyzes and identifies trends.
Position Description

Performs all job duties according to established safety guidelines and Tribal policies.

Scope of Supervision:
This position is supervised by program leadership. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience: Five (5) years’ experience in economic development, strategic planning, policy analysis, and business and economic analysis is required.

Education: Bachelor’s Degree in business administration, economics, accounting, planning, or a related field is required.

Licenses & Certifications: Valid insurable NC driver’s license.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:
- Incumbents of this position must be strong in: methods and techniques of research, statistical analysis, and report preparation; basic economic incentive and financing methods; business, market, and economic indicators and trends; economic development theory.
- Must have proven analytical qualities and excellent oral and written communication skills, as well as initiative and imagination. Because of the sensitive nature of relationships and assignments, individuals are expected to relate well with other people, use good judgment and have a high degree of maturity.
- A thorough knowledge of business management, accounting, organizational concepts, minority business development principles and practices, and finance is required.
- Knowledge of community resources and developmental needs is essential.
- Knowledge of the use of computer, calculator, copy machine, facsimile, and related office equipment is required. Must possess management and organizational skills to assist clients.
- The ability to develop and administer budget, maintain files and logs, and compile data to generate reports is required.
- Must possess excellent communication skills, both written and verbal.
- Must have the ability to establish and maintain effective working relationships with coworkers, clients, and the general public.

Safety/Accuracy Focus:
Works with numbers and information which require a high degree of accuracy. Most errors could be detected through proofing procedures and computers systems in place. Undetected errors could range in severity from slight to far-reaching.

Key Relationships:
Has frequent internal contacts with managers, coworkers, community groups, clients, Planning Board, Tribal Council, Chief and Vice Chief, and various other committees and departments. External contacts include community leaders, potential clients, clients, the 7 western counties of North Carolina, various governmental agencies (i.e. SBA, MBDA, Department of Commerce, etc.) and financial institutions, and the general public. All contacts are for the purpose of exchanging or providing information and require tact, courtesy, and professional decorum.
Resourcefulness & Initiative:
Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:
Has access to information regarding new and existing minority business clients, department files, memos, and budgets all of which are considered confidential and would not be in the department's best interest to disclose. Must adhere to confidentiality policies and procedures.

Complexity of Duties:
This position includes completing tasks of varying complexity levels. Works under the general guidance of the Director of Communications. Handles assignments which are complex and varied, ranging from analysis of circumstances and problem solving which requires original and independent thinking, use of judgment, to interpret and analyze facts and circumstances surrounding problems or transactions and to determine appropriate action to be taken to complete job assignments, operating within the limits of accepted practices.

PREFERRED QUALIFICATIONS
Master degree in Business Administration, or Economics is preferred.

WORK ENVIRONMENT

Work Environment: Works in a normal business environment with visits to the field to inspect or monitor clients or business sites with exposure to traffic.

Mental/Visual/Physical Effort: The degree of concentration varies depending on the task at hand. Position is subject to frequent interruptions and multiple tasks which require varied responses. While performing job duties employee is routinely required to be mobile, walk, stand, sit, reach with hands and arms, lift up to 50 pounds, speak and hear. Requires visual acuity and manual dexterity.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

Background Investigation: All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.”

Drug Screening: All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.
I have reviewed the content of the Economic Analyst position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

__________________________________________  ______________________________________
Employee (printed name)  Employee (signature)

__________________________________________
Date

__________________________________________
Supervisor (printed name)  Supervisor (signature)

__________________________________________
Date