



DOWNTOWN LONG BEACH ALLIANCE

JOB DESCRIPTION

POSITION TITLE: RESEARCH & PUBLIC POLICY ANALYST

REPORTS TO: ECONOMIC DEVELOPMENT & POLICY MANAGER

POSITION SUMMARY

This position is responsible for developing and executing market research activities including but not limited to collecting industry specific market data, maintaining and analyzing economic trends from business license, business retention and expansion program databases. The Analyst will work directly with Economic Development & Policy Manager to enhance DLBA's analytical tools and support downtown focused public policy initiatives.

ESSENTIAL TASKS AND RESPONSIBILITIES

Economic Development and Research Responsibilities:

- Conduct research, collect market data, and provide monthly/quarterly/annual analysis on Downtown Long Beach and the surrounding metropolitan area that will support the marketing of office, residential and retail space in Downtown Long Beach.
- Research, track and serve as information source for all downtown development projects.
- Respond to public, private or organizational requests for information on economic development related issues and/or opportunities to develop, lease or purchase office, residential or commercial space in Downtown Long Beach.
- Conduct research to support DLBA's *Annual Economic Profile* and quarterly *Snapshot: Market Reports*.
- Assist in the development, execution and analysis of various Downtown focused surveys.
- Implement research or access resources that provide employee and business census data/surveys that identify trends, monitor perceptions and track progress of business retention and recruitment efforts in Downtown Long Beach.
- Managing all data collection tools including but not limited to commercial real estate database (CoStar), pedestrian traffic count sensors (MotionLoft), and surveying tools (SurveyMonkey/QuickTap Survey).
- Collect and maintain a research library composed of information from internal and external sources (including public policy reports, industry data, contacts, white papers, etc.) concerning economic contribution and impact on Downtowns.

Public Policy & Advocacy Responsibilities:

- Work with local and state partners to track and monitor all relative city, county, and state policies that might impact Downtown Long Beach.
- Monitor and report on City Council and Commission agenda items of interest to DLBA or the Downtown Community.
- Conducts policy analysis of city, county and state regulations when appropriate.
- Support public policy educational campaigns regarding legislation that may impact Downtown Long Beach.

- Deliver oral presentations to disseminate information regarding legislative initiatives impacting Downtown to staff, committee and board members, and stakeholders.
- Support the Economic Development & Policy Manager at relevant city-wide and community meetings and events.

Other Responsibilities:

- Manage the implementation of the Vision 2020: Strategic Plan objective through utilization of program committee dashboards and project management tools.
- Support department tradeshow and conference attendance and performs related duties as needed.
- Provide support for and attend all special events, festivals, promotions or activities organized by the Downtown Long Beach Alliance as needed.
- Perform such other tasks, activities or functions as may be assigned that support the mission of the Downtown Long Beach Alliance, as needed.

POSITION SPECIFICATIONS

Education: A Bachelor’s degree from an accredited college or university with major course work in planning, economics, business administration, public policy, or closely related field.

Experience: Seeking 1yr-3yr previous work experience related to economic development data analysis and the use of technology to manipulate and display data.

Knowledge and Skills: Applicant who have demonstrated the following skills and knowledge will be highly regarded by the search committee:

- Strong command of the basic functions of Microsoft Excel. Advanced Excel function and pro-forma modeling skills, a plus.
- Strong data organization, analysis and interpretation skills.
- Excellent writing and analytical skills.
- An understanding of basic economic development concepts.
- A strong understanding of public policy concepts, such a regulation, legislative issues and advocacy.
- Familiarity with the economic (and political?) landscape in Downtown Long Beach and the City of Long Beach.
- Familiarity with local, regional and national resources in commercial real estate and downtown development that can provide reliable sources of research data and related information to support economic development in Downtown Long Beach.
- Experience with data tools including: Co-Star, US Bureau of Labor Statistics (BLS), US Census American Factfinder, GfK MRI, and the Employment Development Department.

COMPENSATION

The Research and Public Policy Analyst is an exempt employee. Salary \$38-43,000, commensurate with experience. Competitive benefits package, including full medical, dental and vision benefits. Employer contribution to 401(k).

POSITION ENVIRONMENT

Downtown Long Beach is a high energy, culturally diverse environment. Board members, property owners, business owners and residents reflect this diversity. The DLBA is committed to complying with State and Federal laws included but limited to the Fair Employment Practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

MISSION STATEMENT

The DLBA is a non-profit, tenant and property-based business improvement district, which is dedicated to the management, marketing, advocacy, and economic and community development of the assessment district in cooperation with the City of Long Beach and the private sector.

TO APPLY

Please send cover letter, resume, references, and salary expectation to info@dlba.org. No phone calls please. Incomplete packets will not be considered. Applications are due no later than Friday, September 28, 2018