

**CITY OF SALINAS**

**ENTERPRISE ZONE VOUCHERING TECHNICIAN**

**BARGAINING UNIT/CLASS CODE:**

**/ S20**

**DEFINITION**

To perform a wide variety of technical duties related to economic development efforts for the Salinas Valley Enterprise Zone, including the processing of applications for Hiring Credit Vouchers and marketing of the program.

**DISTINGUISHING CHARACTERISTICS**

This position differentiates from the Enterprise Zone Manager position in that it serves in a supporting role to that position and involves less complex tasks.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct and indirect supervision from the Enterprise Zone Manager and/or other management staff. Exercises no supervision.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to, the following:

Process Voucher Applications—review documentation, verify acceptable documentation and determine eligibility, file and provide eligibility certificate. Update Voucher database. Field phone calls and web inquiries related to the vouchering process and voucher applications. Perform general, clerical and secretarial support services, including making appointments, arranging conferences and meetings, typing and filing, maintaining related accounting documents and reports, and checking and recording information. Explain Enterprise Zone regulations to residents, business owners, tax consultants, and the general public. Answer questions by phone and in person. Assist the Enterprise Zone Manager in the completion of Annual Reports and Audits. Assist the Enterprise Zone Manager in the preparation of applications for targeted employment areas and expansions of the Enterprise Zone. Market the Enterprise Zone through direct contact with business owners. Design and create marketing materials for Enterprise Zone and Salinas Valley cities. Maintain Enterprise Zone presence on social networking websites. Hold workshops to educate businesses about the benefits of the Enterprise Zone. Conduct demographic and economic research and analyze data to discover trends. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions; interpersonal skills necessary to build relationships with local businesses.

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ENTERPRISE ZONE VOUCHERING AGENT

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional site visits to businesses and workshops requiring the ability to move unassisted and effectively communicate with business owners.

**QUALIFICATIONS**

**Knowledge of:**

Records management practices. English usage, spelling, grammar and punctuation. Office methods and equipment including filing systems. Basic arithmetic. Computer usage, including understanding of social networking sites.

**Ability to:**

Learn operations, procedures, functions and policies of the Enterprise Zone. Provide the public with explanations and interpretation of the voucher application process. Read and interpret basic provisions of codes and ordinances. Assist applicants with the completion of voucher application forms. Calculate required fees using appropriate fee schedules. Operate office equipment. Deal tactfully and courteously with the public. Establish and maintain cooperative working relationships with staff and the public. Accurately and quickly enter a variety of information using computer terminals. Perform a variety of tasks simultaneously. Work well under stressful situations. Communicate clearly and concisely, both orally and in writing.

**Skills:**

Proficient in the use of computer software for data entry and media purposes. **Fluency in Spanish sufficient to allow for complex discussions of business topics with the community is highly preferred.**

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of high school supplemented by college-level courses in economics, finance, business, and/or communications or related field.

Reviewed \_\_\_\_\_ Approved \_\_\_\_\_  
Department Director Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 01/11**