

## **SENIOR ECONOMIC DEVELOPMENT PROJECT MANAGER - STRATEGIC INITIATIVES**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Senior Economic Development Project Manager - Strategic Initiatives plans, organizes, monitors, manages, and evaluates economic development program/project activities. Responsibilities include: designing, coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development including contract management, budget development and monitoring, negotiating, facility management, and entrepreneurial development; workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business, entrepreneurship, and technology business initiatives; and/or other economic development, redevelopment, or capital improvement programs or projects. Work includes: performing economic development ombudsman duties with City departments on behalf of private developers locating or located in the City; assisting in representing the City on economic development boards and committees, and other issues as assigned; developing management plans, including current and critical path schedules for public improvement and private revitalization projects; meeting and working with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems; and developing business assistance, business retention, technology, and financing plans or assessments. Duties also include: evaluating projects on a cost/benefit basis; evaluating and processing rezoning, design review, and use permit requests for projects; preparing written reports and giving oral presentations on economic development activities for administration, advisory boards, and City Council decision-making; soliciting development proposals from private development companies; and negotiating development agreements and contracts with private developers. Work is either oriented towards short-term or multi-year projects. This class performs related duties as required.

**Distinguishing Features:** This position differs from the Economic Development Project Manager classification by its more diverse and complex nature of assignments, responsibilities on high profile projects, and the greater independence under which the work is performed. Administrative direction is received from a Department Director or Deputy Director, with work reviewed through conferences, meetings, written reports, and by overall results achieved.

Work requires considerable independent judgment and initiative in combining a broad scope of professional planning and economic development knowledge; and sophisticated, analytical judgments in order to solve a variety of complex, technical problems. Responsible for overall management of economic development project activities including program/project budget development and management; initiates planning, research, and marketing efforts to attract new industries and businesses and assists existing businesses in expansion; actively participates as a representative on advisory boards. This class may be responsible for grant or other fundraising functions for projects. This class may have significant oversight of ongoing programs and initiatives, including grant-funded and federal programs. This class may functionally supervise Economic Development Specialist(s) office support staff and/or consultants. This class is supervised by the Economic Development Department Director or Deputy Director - Economic Development who review work through conferences, meetings, reports, and results achieved. This class is FLSA exempt-administrative.

## QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Masters's Degree in Public or Business Administration, Economic Development, Urban Planning, Real Estate, or a related field. Extensive (5+ years) progressively responsible work experience at a level that required supervision or management of projects and programs in economic development, urban economic development, redevelopment, urban planning, economics, business assistance, public facility or infrastructure development, commercial development, real estate, public and/or private finance, or workforce development; and demonstrated knowledge of entrepreneurship, technology business, and/or small business development, assessment, and recruitment **OR** graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Economic Development, Urban Planning, or a related field and 7+ years of demonstrated work experience at a level that required supervision or management of projects and programs in economic development, urban economic development, redevelopment, urban planning, economics, business assistance, public facility or infrastructure development, commercial development, real estate, public and/or private finance, or workforce development; and demonstrated knowledge of entrepreneurship, technology business, and/or small business development assessment, and recruitment.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Master's Degree in one of the fields outlined above, membership in related professional organizations, the ability to speak a second language, and designation as a Certified Economic Developer (CEcD) are desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, public officials, business owners, real estate executives, human resource directors, bankers, developers, and technical staff in order to negotiate complex agreements, communicate needs of multiple parties, develop programmatic activities, present reports and recommendations, and explain projects. Creates and develops constructive interfacing relationships with strategic public, private, financial, and education partners. Makes presentations to business owners, developers, management, and public officials to promote economic development activities. Prepares memos, detailed analytical documents, management reports, and project status reports in order to communicate program success, explain complicated ideas, and describe complex projects.

**Manual/Physical:** Operates a motor vehicle requiring a standard Arizona Driver's License to visit building sites and unimproved land, attend regional and statewide meetings, and conduct tours for business people. Independently travels to national and international locations to promote Mesa and develop domestic and international markets. Meets scheduling and attendance requirements.

**Mental:** Participates in the development of an annual work program, and maintains work effort by setting meetings, making travel plans, negotiating business options, and developing strategies in order to conduct economic development activities. Develops project concepts and directs the implementation of selected projects through the review and approval process. Interprets City zoning codes and advises

individuals and project representatives on the process or other actions requiring City reviews. Reads and interprets site plans, building elevations, landscaping plans, and legal descriptions for accurate representation on zoning maps. Comprehends and makes inferences from written materials such as reports, appraisals, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, and negotiate agreements. Develops, upgrades, or reviews zoning procedures and ordinances. Conducts research and analyzes data relating to demographics, building permits, zoning, financing sources, real estate needs, investment strategies, and incentives, and then formulates recommendations. Leads or assists in developing advanced or long-range planning projects for economic development throughout the City.

**Knowledge and Abilities:**

Knowledge of:

economic development principles, practices, and techniques;  
laws, ordinances, regulations, and policies of various government agencies as they affect the business community and economic development efforts;  
Arizona redevelopment laws, City policies and ordinances, City zoning and sign codes, site plan review; methods, urban design principles, development methods for redevelopment programs, and City planning and zoning processes;  
principles and techniques of sales, marketing and promotion;  
current economic, development, and demographic and market trends in the regional area;  
research and analysis methods and techniques;  
local and regional business and real estate markets;  
current trends in regional and national downtown redevelopment;  
technology, commercialization, small business, and entrepreneurial development; and  
the principles, practices, and methods of financing private and public sector projects.

Ability to:

act as a liaison and expeditor between various federal, state, and local government departments and/or agencies and private business, industry, and development representatives;  
manage multiple and multi-component projects at one time;  
demonstrate proficient sales and marketing skills and techniques;  
exercise initiative and independent judgment; and  
establish and maintain effective working relationships with business executives, site selectors, regional and state economic development agencies, developers, and City officials, management, departments, and advisory boards.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS5511.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-Adm

INCREMENTS 42-200

PAY GRADE: 57

SECURITY-No

CDL-No

IND-9410

SWORN-No