

ECONOMIC DEVELOPMENT DEPARTMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Economic Development Department Director performs administrative work, and is responsible for planning and directing general operations for the City of Mesa's Office of Economic Development, including Town Center Development, and the Williams Gateway Airport economic area. The employee is responsible for developing and implementing policies and procedures related to development, administration, and implementation of the economic development programs for the City. Duties include developing long- and short-range goals and objectives, serving as an advisor to City management, the public, and the City Council on Citywide economic development activities, and acting as technical advisor to the City's Economic Development Advisory Board. The Economic Development Department Director is responsible for overseeing the preparation and administration of the Economic Development budget, and for directing staff engaged in corporate location, retail recruitment, entrepreneurial and small business development, expansion and retention of existing companies, Town Center Development projects and business assistance, image building and public relations, competitive positioning, and research activities. This class performs related work as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Economic Development Department Director is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effective operations of Economic Development, Town Center, and the Williams Gateway economic area. General administrative direction is provided by the City Manager. Work is reviewed through meetings, discussions, and monitoring progress of program goals and objectives. This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, Economic Development, Urban Planning, or a closely related field. A minimum of seven years of progressively responsible managerial, supervisory, and administrative experience.

Special Requirements. 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 is preferred. Membership in economic development professional organizations is preferred. Designation as a Certified Economic Developer (CEcD) is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the City Council, citizen advisory boards, City officials, other City employees, business owners, bankers, developers, and the general public in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects and proposals, and present reports and recommendations. Prepares correspondence, detailed analytical documents, City Council reports, and project status report records in order to communicate program activities, explain complicated ideas, and recommend alternatives.

Manual/Physical: Attends meetings of the City Council and citizen advisory boards and makes presentations regarding proposed projects and public policy issues. Operates a motor vehicle requiring a standard Arizona Driver's License to visit buildings, construction sites, and unimproved land, and provide tours for groups. Travels to statewide or national meetings and locations.

Mental: Plans and directs the activities of the Office of Economic Development. Supervises and evaluates the work of subordinate personnel to ensure compliance with City policies, procedures, and standards. Prioritizes own work by establishing an annual work program, and identifies and resolves procedural, operational, and other work-related problems by developing and implementing action plans. Coordinates work activities and program functions with other City departments, City advisory boards, the Greater Phoenix Economic Council (GPEC), Arizona Department of Commerce, the Mesa Town Center Corporation, Williams Gateway Airport Authority, and other organizations involved in economic development. Develops policies and procedures, work program, and short- and long-term objectives. Conducts research and analyzes data such as demographic and economic trends, budget expenditures, and public policy reports in order to make recommendations to management. Prepares the Economic Development Department budget. Comprehends and makes inferences from reports, appraisals, legal opinions, land and title reports, and building cost estimates in order to understand project proposals, establish work schedules, negotiate agreements, and make policy recommendations.

Knowledge and Abilities:

Knowledge of:

economic development and redevelopment principles, practices, and techniques;
local, regional, statewide, and national economic development and downtown redevelopment trends and issues;
laws/ordinances/regulations, and policies affecting the business community, airport communities, economic development, and Town Center Development efforts;
principles and practices of business or public administration, and supervision;
principles and techniques of public relations, marketing, successful negotiation, and conflict management;
technical research and report preparation related to economic development; and
principles of budgeting, administration, and personnel management.

Ability to:

analyze complex real estate and financial transactions;
negotiate and prepare agreements and contracts;
establish and maintain effective working relationships with staff, City officials, advisory boards,
businesses, developers, and the general public;
manage multiple priorities and respond to adjustments in policy direction; and
make effective verbal and written presentations, and exercise initiative and independent judgement.

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.

Revised to Update Minimum Qualifications 12/14

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CS5802.DOCX

PAY GRADE: E13

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

PAY PLAN E01-E14