

## ECONOMIC DEVELOPMENT PROJECT ASSISTANT

### JOB DESCRIPTION

**Classification Responsibilities:** An Economic Development Project Assistant is a paraprofessional class that performs a variety of assignments involving public contact work of a specialized nature. Employees in this class are responsible for administering, monitoring, and/or implementing a major program, process, or technical functional area. A significant element of the work involves conducting research for proposed site locates as well as the creation of business leads; and establishing and maintaining positive relationships with property owners, brokers, real estate agencies in order to promote local business growth and increase the number of jobs created in the City. Duties may also include: assisting in monitoring the budget; creating, maintaining, and updating databases in order to track and monitor Economic Development projects as they progress through the City's processes; providing assistance to airport staff; and coordinating all tours for the airport. Employees in this class attend and participate in meetings as required. Duties may also include supervising a clerical and/or paraprofessional staff.

Employees in this class must possess advanced technical knowledge in specific functional areas; have the ability to explain and interpret information; work independently and without specific instruction; and regularly exercise independent judgment when making decisions regarding the disposition of matters related to the program areas. This class is characterized by responsibility for a variety of administrative activities to be met with minimal supervision including: making, and being held accountable for, decisions on operating problems; providing staff assistance to an Economic Development Project Manager in the exercise of administrative responsibilities; working with accounting or financial data; relieving the Economic Development Project Manager of administrative details; compiling data for administrative analysis; preparing summaries of data from complex records; analyzing records or systems in order to assist the Economic Development Project Manager with administrative tasks; conducting research by gathering data from various sources and preparing various reports and compilations; resolving discrepancies in records and reports, and following-up as necessary; interpreting policies and procedures; and serving as a representative of the Office of Economic Development when working with other employees, officials, and the general public. This class performs related duties as required.

**Distinguishing Features:** This class is responsible for monitoring the budget and related expenditures. Work requires considerable initiative and exercise of independent judgment, prioritizing own workload, as well as knowledge of the City's budget structure, policies, and procedures. Minimal supervision is received from an Economic Development Project Manager with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience in a responsible

paraprofessional, technical, or administrative support capacity including public contact work. Graduation from an accredited college or university with an Associate's Degree in a related field may substitute for two years of the required experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience in planning, economic development, redevelopment, or a related field, in addition to supplemental coursework in Urban Planning, Economic Development, or related coursework are highly desirable. A Bachelor's Degree is preferred. Experience with personal computer (PC) software applications (example: word processing, spreadsheet, desktop publishing, etcetera) is preferred.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with government agencies, developers, real estate and design professionals, and the general public by providing information and responding to questions about public and civil hearing cases and the City's ordinances. Explains policies and procedures, zoning code requirements, and land development regulations. Produces staff reports and correspondence by researching the needed background information in order to explain which ordinances and policies should apply to the consideration of a specific land use proposal or previously approved case.

**Manual/Physical:** Uses graphic instructions such as blueprints and site plans in order to illustrate or clarify recommendations to inform the public and review boards. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to development sites for data gathering. Attends developer and economic development meetings as required. Operates a variety of standard office equipment to produce status reports and compiles and document information. Enters data or information into a personal computer in order to create, maintain and update databases. Meets scheduling and attendance requirements.

**Mental:** Prepares and reviews application materials by researching and preparing materials related to the submittal. Collects and analyzes data for use by an Economic Development Project Manager and other Economic Development staff members. Learns job-related material primarily through verbal instruction, observation in an on-the-job training setting regarding written City ordinances and staff reports, and established procedure manuals. Prioritizes own work.

## **Knowledge and Abilities:**

Knowledge of:

the City of Mesa's ordinances;  
research techniques and methods of report presentation;  
the municipal organization and functions of the City;  
personal computer software applications including desktop publishing;  
creating and maintaining databases;

modern office practices, procedures, and equipment operations; and budget principles and purchasing procedures.

Ability to:

communicate appropriately with a diverse public in answering questions, and explaining the City ordinances, development standards, etc.;

manage projects with minimal direction and supervision;

prioritize own workload;

complete projects and assignments on schedule;

properly interpret and make decisions conforming to regulations and policies;

exercise judgment and act independently in establishing or adapting work procedures;

handle routine administrative details;

assist with monitoring the annual budget;

keep complex clerical records and prepare accurate reports from such records;

prepare effective correspondence on routine matters;

perform assignments independently and without specific instructions;

anticipate changes in the priorities of tasks or volume of work to be accomplished;

work effectively as a team member; and

establish and maintain effective working relationships with management, coworkers, and the public.

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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INCREMENTS 41-200

PAY GRADE: 47

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