

## SENIOR ECONOMIC DEVELOPMENT PROJECT MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Economic Development Project Manager supervises staff and plans, organizes, monitors, manages, and evaluates economic development project activities. Responsibilities include: supervising and directing professional-level staff in coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development; workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and other economic development, redevelopment, or capital improvement programs or projects. In addition to supervising staff, primary job duties include acting as the primary liaison to the City Manager's office with high visibility customers and projects (i.e., Phoenix-Mesa Gateway Airport and Chicago Cubs Management). Work also includes: performing economic development ombudsman duties with City departments on behalf of private developers locating or located within 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; developing business assistance, business retention, and financing plans; completing performance appraisals and other personnel-related documents. This class performs related duties as required.

**Distinguishing Features:** This classification differs from the Economic Development Project Manager due to the additional supervisory duties over professional-level staff and liaison responsibilities with high profile customers and projects. In addition, this classification differs from the Senior Economic Development Project Manager - Strategic Initiatives due to the latter's responsibility for high profile projects generally related to strategic or Council initiatives; participating as a representative on advisory boards; responsibility for grant or other fundraising functions for projects; and oversight of ongoing programs and initiatives, including grant-funded and federal programs. This class supervises professional staff. This class is supervised by the Deputy Director - Economic Development who reviews 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 Bachelor's Degree in Public or Business Administration, Economic Development, Urban Planning, Real Estate, or a related field. Extensive (5+ years) progressively responsible work experience on high level project or program management and/or liaison experience in economic development, urban economic development, redevelopment, urban planning, real estate, economics, business assistance, public facility or infrastructure development, commercial development, real estate, public and/or private finance, or workforce development. At least one year of supervisory experience.

**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, 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. Acts as the primary liaison between the City Manager's office and high visibility customers, by providing them management perspective. Instructs and trains subordinate-level personnel in proper work procedures and methods. Prepares performance appraisals. 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:** Reviews the work activities of subordinate-level personnel to ensure compliance with standard operating procedures. 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.

**Mental:** Supervises and evaluates the work of staff to ensure compliance with City policies, procedures, and standards. 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 with high visibility customers and projects. Develops project concepts and directs the implementation of selected projects through the review and approval process. Interprets 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;  
the principles and procedures of modern management, public administration, municipal finance, and budgeting practices;  
the principles, practices, and methods of financing private and public sector projects; and  
modern supervisory, training, and evaluation methods and practices.

Ability to:

act as a liaison and expeditor with high profile customers; 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, marketing skills, and techniques;  
exercise initiative and independent judgment;  
make recommendations on personnel including hiring, evaluating, discipline, and recognition;  
establish work performance standards and operating procedures; 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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EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-ADM

INCREMENTS 42-200

PAY GRADE: 56

SECURITY-No

CDL-No

IND-9410

SWORN-No