

ASSISTANT ECONOMIC DEVELOPMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Assistant Economic Development Director performs administrative work, and is responsible for assisting in planning and directing the general operations of the Economic Development Department. The employee is responsible for assisting the Department Director in developing and implementing policies and procedures related to Economic Development. Duties include assisting in developing long and short-term objectives, strategic and operational plans, and serving as an advisor to senior City management, the City Council, and the public on Economic Development activities. The employee also acts as technical advisor to the Economic Development Advisory Board and the Council Economic Development Committee. The employee is also responsible for overseeing the preparation and administration of the Economic Development Department budget and for supervising and directing staff engaged in specialized Economic Development projects and business assistance. This position performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Assistant Economic Development Director is expected to exercise considerable judgment and discretion in accomplishing program objectives, and is held responsible for the effectiveness of departmental operations. Work is reviewed by the Economic Development Department Director through meetings, discussions, and monitoring progress of program goals and objectives. This class is FLSA exempt-executive.

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 an accredited college or university with a Bachelor's Degree in Redevelopment, Business or Public Administration, Urban Planning, Economic Development, Real Estate, or a closely related field. Seven to nine years of progressively responsible experience in Redevelopment, Economic Development, Urban Planning, Real Estate, Business, or Marketing. Experience as a project manager. Considerable (3 - 5 years) of supervisory/administrative 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 is highly desirable. A combination of relevant public and private sector experience is highly desirable. Membership in related professional organizations is highly desirable. Appropriate professional designations are also highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the City Council, citizen advisory boards, elected officials, other City employees, state and federal agencies, business owners, bankers, developers, the media and neighborhood groups, and the general public in order to negotiate agreements, communicate needs of multiple parties, develop programmatic activities, explain projects, and present reports and recommendations. Explains development proposals, makes presentations to the City Council, citizen advisory boards, and interested public parties, and evaluates business proposals. Prepares correspondence, detailed analytical documents, City Council reports, and project status reports in order to communicate program activities, explain complicated ideas, and recommend alternatives.

Manual/Physical: Attends meetings of the City Council and citizens advisory boards and makes presentations regarding proposed projects. 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. Sets up and removes displays and information, and makes presentations on Mesa.

Mental: Plans and directs the administrative and program activities of the Economic Development Department. Supervises and evaluates the work of staff to ensure compliance with City policies, procedures and standards. Prioritizes own work by establishing annual work program and identifies and resolves procedural, operational, and other work-related issues by developing and implementing action plans. Monitors status of projects to determine compliance with department standards, goals and objectives. Coordinates work activities and program functions with other City departments, City advisory boards, the Downtown Mesa Association, Mesa Chamber of Commerce, Greater Phoenix Economic Council, and other organizations involved in Economic Development. Develops departmental policies and procedures, work programs, and short- and long-term plans, goals, and objectives. Conducts research and analyzes data in order to make recommendations to management. Prepares the department's budget to cover the appropriate level of funding to complete work programs. 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:

public and private sector redevelopment principles, practices, and techniques;
current trends in regional and national downtown redevelopment and economic development issues;
laws, ordinances, regulations, and policies of various government agencies as they affect the business community and Economic Development efforts;
the principles and practices of business or public administration;
the principles and practices of budgeting, administration, supervision, and personnel management;
the principles and techniques of public relations and marketing for Economic Development projects;
technical research and report preparation related to Economic Development; and
the principles and techniques of successful negotiation and conflict 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; and
manage multiple priorities and respond to adjustments in policy direction.

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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JOB FCTN-ADM

INCREMENTS 41-200

PAY GRADE: 62

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