

DEPUTY ECONOMIC DEVELOPMENT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: A Deputy Economic Development Director performs administrative work involving 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; negotiating development agreements and contracts with private developers; supervises and coordinates the activities of staff including training, scheduling, hiring decisions, written performance evaluations, working with employees to correct deficiencies, and implement discipline procedures; and preparing. This class performs related duties as required.

Southeast Mesa and Phoenix-Mesa Gateway Airport Assignment: This assignment acts as the primary representative and advocate for the City's positions on issues surrounding economic and business development activities in Southeast Mesa and the Phoenix-Mesa Gateway Airport; represents the Mayor, City Manager, and/or Economic Development Director in meetings, negotiations, and proposals with other municipalities, Airport Authority, tribal governments, etc., on various projects and issues; performs highly complex, confidential, and sensitive assignments on behalf of the Mayor, City Manager, and/or Economic Development Director; develops relationships with other municipalities, tribal governments, and special interest groups on behalf of the City Manager's Office and Economic Development; briefs elected officials, City Manager, and senior management on complex airport, municipal, and community issues in Southeast Mesa; researches and develops recommendations on various administrative, business development, and/or economic development issues/problems; oversees marketing activities related to strategic initiatives; works in collaboration within and outside the organization to achieve City goals as outlined by the Mayor and City Manager; negotiates and monitors contracts with various outside organizations on behalf of the City of Mesa; prepares and makes comprehensive presentations to a variety of audiences; and resolves differences between Mesa and other political jurisdictions through conferences and discussions.

Administrative Operations and Small Business Development Assignment: This assignment is responsible for assisting in planning and directing the general operations of the Economic Development Department; designing, coordinating, directing, and implementing programs that support or attract small

business and entrepreneurship programs; overseeing the preparation and administration of the Economic Development Department budget; supervising and directing staff engaged in specialized Economic Development projects and business assistance; and oversight of marketing activities related to small business, entrepreneurship, and strategic initiatives.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This classification performs very diverse high profile and highly confidential complex assignments which requires extensive independent judgment and initiative in combining a broad scope of professional planning, business development, and economic development knowledge; and sophisticated, analytical judgments in order to solve a variety of complex, political, and technical problems. This classification reports directly to the Economic Development Department Director; however, the incumbent will receive direction directly from the City Manager on various assignments. Work is reviewed through conferences, meetings, written reports, and by overall results achieved. 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. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Economic Development, or a related field and 7+ years of demonstrated work experience at a level that required supervision or management of projects and programs in airport economic and business development, economic development, urban economic development, redevelopment, economics, public facility or infrastructure development, commercial development, real estate, public and/or private finance, marketing, small business/entrepreneurship development, or workforce development. Graduation with a Master's Degree in one of the above areas can be substituted for two years of required work experience.

Special Requirement. Must possess a valid Class D 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. Experience related to business and/or economic development in and around a regional airport is preferred (*Southeast Mesa and Phoenix-Mesa Gateway Airport Assignment*). Membership in related professional organizations, the ability to speak a second language, and designation as a Certified Economic Developer (CEcD) are highly 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, contracts, 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 Class D Arizona Driver's License to visit building sites and unimproved land, attend regional and statewide meetings, and conduct tours for business people. Attends meetings as the City of Mesa's advocate with other municipalities, airport authority, tribal communities, etc. 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 monitoring and negotiating contracts and agreements; 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. Manages professional-level employees. Evaluates performance of staff and sets work-related goals. Provides training and career development to staff and other City employees.

Knowledge and Abilities:

Knowledge of:

the principles and practices of governmental organization and administration, intergovernmental relations, and grant administration;
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, and site plan review;
methods, urban design principles, and development methods for redevelopment programs, and City planning and zoning processes;
principles and techniques of sales, marketing, and promotion;
current economic, development, 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;
the principles, practices, and procedures of employee supervision, evaluation, and training;
and the principles, practices, and methods of financing private and public sector projects.

Ability to:

supervise, train, evaluate, and coordinate the activities of assigned staff;
represent the Mayor, City Manager, and/or Economic Development Director in meetings, negotiations, etc.;
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, 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 do 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: 61

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