ECONOMIC DEVELOPMENT PROJECT MANAGER

JOB DESCRIPTION

Classification Responsibilities: An Economic Development Project Manager plans, organizes, monitors, manages, and evaluates economic development project activities. Responsibilities include coordinating, directing, and implementing programs and projects that support commercial, office, and industrial development; business development; workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment, or capital improvement programs or projects.

Distinguishing Features: Work requires considerable independent judgment and initiative in combining a broad scope of professional planning and economic development knowledge and sophisticated, analytical judgments in order to solve a variety of complex, technical problems. Responsible for overall management of economic development project activities. Employees in this class may be required to work evenings and/or weekends for special events or programming coverage ***(by assignment)***. This class may functionally supervise Economic Development Specialist(s) and/or office support staff. This class is supervised by a department director or deputy director who reviews work through conferences, meetings, reports, and results achieved. This class is FLSA exempt-administrative.

City Manager's Office (Urban Transformation) Assignment: Work includes: performing economic development ombudsman duties with City departments on behalf of private developers locating or located within downtown; 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 downtown economic development and redevelopment; partnering with the Downtown Mesa Association in downtown marketing, business assistance, business attraction, business retention, and parking management; and developing and managing projects and programs that support downtown revitalization, such as façade improvement and sign grants. Duties also include: evaluating projects on a cost/benefit basis; evaluating and processing rezoning, design review, and use permit requests for projects within the downtown area; preparing developer solicitations for redevelopment of city-owned land; soliciting development proposals from private development companies; and negotiating development agreements and contracts with private developers. WSork is either oriented towards short-term or multi-year projects. This class performs related duties as required.

Office of Economic Development (Special Programs) Assignment: Work includes: coordinating activities across various departments on behalf of private developers and businesses locating or expanding their presence in Mesa; 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; workforce development activities; facility and event management; and developing business assistance and retention plans. Duties also include: evaluating projects on a cost/benefit basis; preparing reports on economic development activities for administrative, advisory boards, and City Council decision-making; soliciting development proposals

from private development companies; negotiating and managing agreements; managing contracts and negotiating for services, programs, and user agreements; engaging partners to bring training; coordinating access to professional assistance, education, and events to support businesses; programming development and implementation; and Request for Proposal (RFP) development and evaluation. Work is either oriented towards short-term or multi-year projects. This class performs related duties as required. Incumbents in this assignment may be assigned to one or more of the focus areas: ***Business Retention and Expansion:*** Builds relationships with existing businesses to identify needs, address challenges, support growth, and connect companies with resources that promote business retention and expansion. ***Workforce Development:*** Collaborates with employers, education providers, and workforce partners to strengthen talent pipelines, address workforce needs, and support employment opportunities that align with industry demand. ***Retail Attraction:*** Identifies and recruits retail opportunities that align with community needs and market demand while supporting commercial development, business recruitment, and destination enhancement. ***Small Business and Entrepreneurship:*** Supports entrepreneurs and small businesses through resource connections, technical assistance, strategic partnerships, and programs that encourage business formation, growth, and long-term success. ***Creative Economy & Industry Development:*** Develops and advances Mesa's creative economy ecosystem by attracting, growing, and retaining businesses in areas such as film, media, music, gaming, immersive technologies, industrial design, digital content, and other creative industries. Fosters strategic partnerships, workforce development, and innovation opportunities that diversify Mesa's economy and strengthen the competitiveness of the City's target industry sectors.

Office of Economic Development (Specialty Spaces) Assignment: Specialty spaces include the LaunchPoint, Small Business Incubator, and Mesa Business Builder at The Studios. Work includes: meeting and working with industry partners, citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning small business programming and scheduling; workforce development activities; assisting in representing the City on economic development panels and committees, and other issues as assigned; and event and management. Duties also include: evaluating programs on a cost/benefit basis; preparing reports on small business programming and specialty space activities for administrative, advisory boards, and City Council decision-making; managing contracts and negotiating for services, programs, and user agreements; engaging partners to bring training; coordinating access to professional assistance, education, and events to support businesses; programming development and implementation; and proposal development and evaluation. This class performs related duties as required.

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 Economic Development, Public or Business Administration, Commercial Real Estate, Urban Planning, Marketing, Arts Management, Creative Industries, or a related field. Extensive (5+ years) progressively responsible work experience at a level that required supervision or management of projects and programs in economic development, redevelopment, marketing, commercial real estate development, business assistance, public facility, infrastructure development, or workforce development.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date ***(by assignment)***.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Economic Development, Public or Business Administration, Commercial Real Estate, Urban Planning, Marketing, Arts Management, Creative Industries, or a related field; membership in related professional organizations; the ability to speak a second language; and designation as a Certified Economic Developer (CEcD) or current certification in a related field.

City Manager's Office (Urban Transformation) Assignment: Experience working in a downtown setting with multiple stakeholders, including business improvement districts, enhanced municipal services districts, and/or convention and visitor bureaus; contract negotiation and management; and grant writing.

Office of Economic Development (Special Programs) Assignment – Creative Economy & Industry Development: Experience in creative industry development, arts administration, media production, and/or event management.

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. 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 valid Class D Arizona Driver's License to visit building sites and unimproved land, attend regional and statewide meetings, and conduct tours for business people ***(by assignment)***. 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 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 Town Center 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, promotion, and business management in regard to facilities management;
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;
small business and entrepreneurship development and practices; and
the principles, practices, and methods of financing private and public sector projects.

Ability to:

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, 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 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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KK/js/ah

CS5158.DOCX	PAY GRADE: 57
EEO-Prof	IND-9410
JOB FCTN-ADM	SWORN-No
Non-DOT Safety and Security-N	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS 71-200