

ECONOMIC DEVELOPMENT ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: An Economic Development Administrator is responsible for overseeing, managing, and directing the activities of a unit within Economic Development, with a focus on research, retention and expansion, small business services, and/or workforce development. This class develops and implements unit goals and objectives, policies, and procedures; develops work plans and monitors workflow; reviews and evaluates processes, methods, and procedures; identifies significant issues and researches and analyzes data; addresses and resolves procedural and operational issues related to the unit's processes; establishes and manages the unit's performance measures; analyzes reports to determine process improvements; and implements changes to improve workflow and productivity. Additionally, the Administrator supports the department by performing a variety of moderately difficult-to-complex administrative research work that may involve independent research and analysis of management systems, policies and practices, and accounting control procedures. Work may involve directing or participating in gathering information; performing statistical analyses; preparing and administering the department budget; coordinating department or unit personnel functions; managing projects; planning and reporting operations; studying special administrative problems; coordinating the reaccreditation process; administering contracts; purchasing; and developing improved systems, procedures, and forms to lower operating cost or increase efficiency. The Administrator may also respond to requests or complaints from City employees or the general public. Responsibilities may also include supervision of professional, administrative, paraprofessional, and/or specialist classes. This class is responsible for performing related duties as required.

Distinguishing Features: This has been designated as a non-classified, non-merit system, at-will position. The Economic Development Administrator supervises the staff of the assigned unit(s) and is distinguished from that class by the responsibility for overseeing this unit and associated systems, establishing policies and operating procedures, short- and long-range planning, strategic planning, process improvement, and performance and change management, especially areas which involve extensive collaboration with multiple city departments. The Economic Development Administrator exercises considerable independence in overseeing the unit and CRM system. Administrative direction is received from a deputy or department director, with work reviewed through conferences, meetings, written reports, and by overall results achieved. This class is FLSA exempt-administrative.

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 economic development, public or business administration, commercial real estate, urban planning, marketing, or a related field; and extensive (5+ years) demonstrated work experience at a level that required supervision or management of projects or programs in economic development, redevelopment, urban planning, urban development, public facility or infrastructure development, commercial real estate development, business assistance, workforce development, or public or private finance; including three years of supervisory experience in economic development.

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

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience related to economic development. A strong working and technical knowledge of various computer applications.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public and other City employees in explaining and interpreting rules, regulations, practices, and policies of the assigned department or unit. Gives instructions and information and responds to questions. Instructs others by conducting training sessions in a classroom setting regarding subjects which are pertinent to the area of assignment. Prepares written documents, such as: management studies, research reports, feasibility studies, progress reports, justification memos, schedules, etc.

Manual/Physical: Operates office equipment such as printers, personal computers (PCs), etc. Enters data into a PC to prepare and generate reports and other documents. Prepares and/or approves purchase orders, invoices, project requests, and various other forms. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings, training, or customer site visits. Observes, inspects, or monitors the behavior of office personnel to determine and maintain compliance with departmental operating and safety standards and procedures. Meets scheduling and attendance requirements.

Mental: Researches and analyzes data to make recommendations to management. Comprehends and makes inferences from written material (example: budget expenditures, statistical and demographic information, project trends and needs, etc.). Prioritizes work assignments. Reviews or checks the work of others to ensure conformance to departmental standards. Coordinates work activities and program functions with other City departments, other cities, and other government agencies. Supervises, assigns, and evaluates the work of subordinate staff. Learns job-related material through on-the-job training and/or independent study.

Knowledge and Abilities:

Knowledge of:

modern management techniques, and the principles and practices of public administration and governmental organization;
professional-level research techniques, methods, and procedures;
the principles, practices, and methods of employee supervision, training, and evaluation;
statistical methods used in public administration;
the pre-submittal and planning processes;

the principals of public finance, organizational development, personnel management, policy formation, and budget preparation;
must possess a strong knowledge of the department structure and processes,
cost accounting procedures and practices and their relationships to program budgeting;
the principles, practices, techniques, and terminology associated with the specific area of assignment;
and
PC software applications.

Ability to:

assist in managing the general operations of the department;
manage and/or oversee OED office building and managed specialty space facilities;
develop, establish, and implement department policies and procedures;
interpret City rules, regulations, practices, and policies for the staff and general public;
prepare and/or conduct written and oral reports and presentations;
gather pertinent facts, make thorough analyses, and arrive at sound conclusions;
work in an environment to improve customer services, foster a results-oriented organization, develop partnerships, and promote employee participation and development;
provide management support to the Director and Deputy Directors;
represent the department when the Director/Deputy Director is not available;
coordinate department-wide communication for the department director;
prepare written documents to support department decision making;
establish and maintain effective working relationships with management, City officials, department managers, peers, coworkers, subordinates, personnel from other departments and agencies, vendors, citizens, and other government officials;
supervise the activities of the assigned unit staff and prepare Performance Appraisal Forms;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;
participate on various Citywide teams and task forces;
initiate and manage department recruitments, new hire onboarding, promotions, temporary staffing, requisitions, accounting and purchasing documents, and electronic payments and receivables;
manage Human Resources (HR) practices, including interpreting policies, procedures, and personnel rules;
providing guidance to department personnel;
initiating paperwork and processes related to recruiting, personnel changes, retirement, and employee discipline while maintaining high levels of confidentiality;
review, administer, and track contracts for the department;
research and develop programs and processes to improve the efficiency of the department;
perform research and analysis to develop and model individual and group performance standards;
evaluate department staff development needs, make recommendations, and coordinate, develop, and/or prepare in-house training, seminars, and development activities;
coordinate internal classroom training, including the use of outside speakers, audio visual (AV) equipment, and work within an established budget;
prepare, monitor, and administer unit and department budget;
explain technical budgetary problems in simple, non-technical language;
prepare financial and expenditure reports for department;
research and compile data, perform statistical analysis, and prepare statistical reports and graphs;

finalize and implement the Strategic Plan;
ensure all work is done in alignment with City and department long-term strategies;
oversee award processes and submissions;
coordinate physical work locations for moves and new hires;
coordinate and approve physical access to the economic development building for employees;
manage facilities, operations, emergency planning, and security issues for the department;
coordinate with the Department of Innovation and Technology (DoIT) to resolve computer software problems and schedule installation/upgrade of equipment and software deployments;
oversee and provide consultation on technology projects and projects with a large technical component;
research problems, identify solutions, and present proposals to management via written communication;
may be required to be available early mornings, evenings, weekends, and holidays to support the department's critical needs;
respond to requests and concerns from City employees and the general public;
work with the Office of Performance Excellence to ensure all performance metrics and annual work plan are accurate and reported on a quarterly basis and provide updated analysis on the City's data portal website;
prepare for and participate in all MesaStat and budget meetings;
use Advantage Financial system and Info Advantage reporting system to conduct queries, enter purchase agreements and orders, track contracts, create vendor information, and run reports to analyze financial data;
oversee the review and approval for electronic payments, and approvals of invoices and receivables;
prepare management, labor, and operational studies as needed;
manage inventory and procurement of department promotional items;
prepare reports and presentations for the Economic Development Advisory Board, City Manager, and City Council;
coordinate the maintenance and repair of economic development facilities;
complete research and recommend solutions to solve problems, streamline processes, or reduce expenses;
analyze and resolve computer-related, operational, and procedural problems for the department; and
respond appropriately to information requests.

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.

New 5/25

KK/js

CS5814.DOCX (Full-Time)

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 58

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 41-200