

## **DOWNTOWN TRANSFORMATION MANAGER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Downtown Transformation Manager performs highly responsible and independent, technical and administrative oversight of highly visible development projects generally focused on the downtown area. Work may include, but is not limited to, managing the City's downtown redevelopment efforts, urban design projects and public realm improvement projects and programs consistent with Council policies and direction, as well as creation of opportunities and strategies for the rehabilitation, revitalization, redevelopment of the downtown area. Will provide situational, ad hoc, or permanent supervision over staff and/or management of inter-departmental project teams and consultants involved in downtown development projects, as directed by the City Manager. Responsibilities include: initiating, negotiating, and managing urban/downtown development projects; developing long- and short-term objectives and strategic plans; and close coordination with other City departments, private landowners, the development community, and non-profit organizations to achieve urban/downtown development goals. The incumbent in this classification is responsible for preparing reports and correspondence to express objectives, findings, recommendations, and goals to the City Manager, elected and appointed officials, external individual and organizational stakeholders, and residents and potential development partners. Additionally, an employee in this class will be responsible for providing strategic oversight and management direction to project staff responsible for the management of professional services contracts for a variety of downtown development projects, including developing work plans, conformance with all legal and specification requirements for deliverables, analyzing bids, establishing priorities and schedules, negotiating contracts, and all associated tasks. This may include direct management of professional service contracts. Employees will also have substantial responsibilities working with Deputy City Managers and department and/or division directors in coordinating activities and resources, conducting complex urban design and development projects; developing and implementing policies and procedures related to urban/downtown redevelopment; implementing the Central Main Plan and Form-Based Code; and conducting studies of funding opportunities, cost estimates and budget projections for urban/downtown development projects. This position performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work requires considerable independent judgment and initiative in accomplishing downtown and other development objectives, and is held responsible for the effectiveness of development initiatives. This class may be responsible for grant or other fundraising functions for projects. This class may have significant oversight of ongoing programs and initiatives, including grant-funded and federal programs. General direction is received from the City Manager who evaluates work through conferences, meetings, written reports, and 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 Urban Planning, Public Administration, Economic Development, Real Estate, or a closely related field. Extensive (5+ years) of progressively responsible experience in redevelopment, economic development, urban planning, real estate, business, or marketing, including experience as a project manager.

**Special Requirements.** Must possess a valid Arizona Class D 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 Urban Planning, Public Administration, Economic Development, Real Estate. Membership in related professional organizations and appropriate professional designations.

## **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 other City employees, City management, department directors, Mayor and City Council, other public officials, citizen advisory boards, state and federal agencies, business owners, bankers, developers, the media, 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. Advises the City Manager on urban/downtown design and development initiatives as requested, through oral and written reports. Makes effective verbal and written presentations to the City Council, citizen advisory boards, and interested public parties, as needed. Prepares professional service contracts in conformance with City policies and state and federal laws, ordinances, rules and regulations. Explains development 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 citizen 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 urban/downtown initiatives and development projects.

**Mental:** Plans and directs technical and administrative activities for urban/downtown development initiatives. Ensures compliance with City policies, procedures and standards. Monitors status of projects to determine compliance with Council policies and initiatives. Coordinates work activities with other City departments, City advisory boards, and other organizations involved in urban/downtown development. Develops policies and procedures, work programs, and short- and long-term plans, goals, and objectives, as needed. Conducts research and analyzes data in order to make recommendations to management. 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. Learns job-related material regarding new legislation, administrative procedures, and practices affecting areas of assignment. Prioritizes own work including research, committee work, and reports. Resolves procedural, operational, and other work-related organizational problems through identifying, coordinating, and implementing appropriate methods of communication, research and analysis, evaluation, and meetings.

**Knowledge and Abilities:**

Knowledge of:

urban design principles, development methods for urban/downtown development initiatives, City planning and zoning processes, public and private sector development principles, practices, and techniques;

current trends in regional and national urban/downtown development;

local and regional business and real estate markets;

economic development principles, practices, and techniques;

Arizona laws, City policies and ordinances, City development regulations and practice, and policies of various government agencies as they affect urban/downtown development efforts;

the principles and practices of business and/or public administration;

the principles and practices of budgeting, administration, supervision, and personnel management;

the principles and techniques of public relations and marketing for urban/downtown development projects;

technical research and report preparation related to urban/downtown development;

the principles and techniques of successful negotiation and conflict management; and

the principles, practices, and methods of financing private and public sector projects.

Ability to:

effectively manage assigned projects;

resolve complex problems within the area of assignment;

make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands;

interpret federal, state, and City ordinances, rules, and regulations and make rational decisions in accordance with established policy;

develop and implement new policies and City code modifications that support downtown development;

gather pertinent facts, make thorough analyses, and arrive at sound conclusions;

quickly analyze what information is required, then gather it in an expeditious manner;

analyze, interpret, and report research findings and recommendations;

present ideas concisely and effectively, both orally and in writing;

negotiate and prepare agreements and contracts;

oversee and manage professional service contracts;

analyze complex real estate and financial transactions;

effectively manage multiple priorities and respond to adjustments in policy direction;

represent the Mayor, City Council, and City at various meetings; and

establish and maintain effective working relationships with political officials, City officials, City management and staff, developers, and the general public.

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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PAY GRADE 65

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