



City of Tempe

REAL ESTATE DEVELOPMENT SUPERVISOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	394	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$80,987
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$109,333
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Principal Planner
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

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REPORTING RELATIONSHIPS

Receives general supervision from the Community Development Director and the Deputy Community Development Directors.

Exercises functional and technical supervision over professional, technical and administrative support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Equivalent to five years of full-time, professional experience with complex municipal real estate transactions, development agreement negotiations, redevelopment project management, and related federal grant or neighborhood revitalization programs; including two years of administrative and supervisory responsibility.
<i>Education:</i>	Equivalent of a Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a degree related to the core functions of the position. A Master's degree related to the core functions of the position is preferred.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To support real estate projects during development/contract negotiations and actively manage the sale/leasing of City-owned property. This position provides highly responsible, complex support to many City departments.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate appropriate duties and functions with the Economic Development Office; the Community Development Director, the Deputy Community Development Director(s), City Attorney and the City Manager.
- Advise, consult and provide information to the Community Development Department regarding redevelopment; contracts; private/public partnerships; federal and regional grants and projects neighborhood revitalization; and economic development.
- Produce and review a variety of contracts and agreements pertaining to public-private partnerships; redevelopment projects; related grants and programs. Author, amend, send and receive a variety of correspondence regarding such contracts and agreements.
- Maintain a reputation of excellence and integrity through consistent, honest, and value-added services.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans.
- Prepare and submit reports, correspondence and documents to the Community Development Department Director, the City Manager, and the City Council as well as the appropriate regional, state, and federal government agencies.
- Communicate effectively regarding City development requirements with outside agencies, the development community, neighborhood organizations, non-profits, Board and Commissions, and resident groups.
- Confer with and coordinate the work of other departments, engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in a way that creates value for all parties.
- Actively participate in a variety of boards, professional groups, commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings.
- Ensure Department and City management and elected officials have relevant, accurate and timely information to make meaningful administrative and policy decisions.
- Establish a strong working relationship with the business community and organizations aligned with business growth and development.

- Provide hands-on collaboration with other city staff, business owners and developers to initiate strategies that support Tempe’s ability to attract and retain businesses including incentive policies, addressing infrastructure needs, processes and programs.
- Solicit and use meaningful feedback from City staff on policies and procedures to support Community Development. Analyze and resolve operational and procedural problems that impact efficient delivery of value-added services.
- Lead interdisciplinary teams on specific projects related to site remediation/preparation for development activity; new infrastructure and transportation projects that support development; and financial plans to support projects that encourage long-term economic growth.
- Keep a computerized inventory of City-owned properties; demographic data and relevant GIS information and coordinate with the FIT Department.
- Manage, negotiate, prepare and administer leases for City owned property and properly leased by the City; coordinate the inspections and maintenance.
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in stationary position for an extended period length of time;
- Majority of work conducted on a computer or calculator;
- Extensive reading and close vision work (documents).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe’s competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2005

Revised July 2013 (Reclassification title, essential functions, minimum qualifications)