



City of Tempe

ECONOMIC DEVELOPMENT DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	383	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Economic Development	<i>Salary / Hourly Minimum:</i>	\$108,084
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$145,913
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrator

DISTINGUISHING CHARACTERISTICS

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REPORTING RELATIONSHIPS

Receives general direction from the City Manager or Assistant City Manager.
Exercises administrative supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible experience in planning, community, urban economic development, project management or directly related to the core functions of this position which involved considerable contact with municipal governments, developers, or operations management; including two years of supervisory responsibilities and/or program development.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public or business administration, urban planning or degree related to the core functions of this position.
<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 plan, organize and administer the activities and operations of the Economic Development Division; and to provide responsible and complex administrative support to the City Manager's Office. This position is a deputy department head

who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the Division's services to internal and external customers.

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.
- Facilitate the provision of the highest level of quality customer service possible for Division customers. Insure that internal and external customers are provided the Division's services in the most courteous, friendly and facilitatory manner possible.
- Administer, plan, and direct the Division, including business recruitment and retention programs.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows; recommend, administer, review and update administrative practices, procedures and policies.
- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.
- Network within the business and regional economic development organizations; represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Develop, coordinate, and oversee business and industry research, reports and recommendations activities.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective February 2000</i> <i>Revised August 2001</i> <i>Revised Nov 2005</i> <i>Revised Dec 2010 (Title change)</i> <i>Reactivated March 2013</i></p>