



City of Tempe

ECONOMIC DEVELOPMENT PROGRAM MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	538	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Economic Development	<i>Salary / Hourly Minimum:</i>	\$81,240
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$109,674
<i>Employee Group:</i>	CNS	<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>	Professional

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Economic Development Director or from other management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of professional experience in urban economic development, infrastructure development, commercial development, transportation development, workforce development, and/or business assistance.
<i>Education:</i>	Requires a bachelor's degree in economic development, urban planning, public administration, business administration, or a degree related to the core functions of the position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

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 coordinate, direct, and implement programs and projects that support commercial, office, and industrial 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. Work is oriented either toward short-term or multi-year projects.

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.
- Develops management plans including current and critical path schedules for public improvement and private redevelopment projects.
- Analyzes real estate investment projects.
- Develops business assistance, business retention, and expansion plans.
- Solicits development proposals from private development companies.
- Negotiates development contracts with private developers.
- Organizes, monitors, and manages the activities of functional operation units within the City impacting economic development projects.
- Performs economic development ombudsman duties with City Departments on behalf of private developers.
- Prepares reports on economic development activities for administrative and City Council decision-making.
- Meets and works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position (at desk or at computer) for considerable periods of time;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time at the office.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<i>Effective September 2015</i>