



City of Tempe

DEVELOPMENT PROJECT OFFICER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	023	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development	<i>Salary / Hourly Minimum:</i>	\$98,370
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$132,800
<i>Employee Group:</i>	CSU	<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 Community Development Director.
 Will exercise technical/functional supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Equivalent to five years of full-time, professional experience in administering economic development or redevelopment, and related federal grant or neighborhood revitalization programs, including two years of administrative and supervisory responsibility.
<i>Education:</i>	Equivalent to 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 this position. A Master's Degree related 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 advance development projects, primarily during the phases of project development and contract negotiations. 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 with the Business Development Officer; the Community Development Director, the Deputy Community Development Directors, and the City Attorney's Office.
- 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 service.
- 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 information 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.
- 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.
- Hands-on collaboration with other city staff, owners, and developers to develop strategies that support Tempe's ability to attract and retain businesses including incentive policies, addressing infrastructure needs, process and programs.
- Solicit and use meaningful feedback from City employees on policies and procedures to support Community Development. Analyze and resolve operational and procedural problems that impact the efficient delivery of value-added service.

- 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.
- 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

<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

For more information about the City of Tempe's competencies for all classifications:
[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2011