



## **Title: Economic Development Services Director**

**FLSA STATUS:** Exempt from overtime under the Fair Labor Standards Act (FLSA).

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Deputy City Manager  
Exercises direct supervision over a staff of professional, technical, and administrative employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in Economics, Public or Business Administration or related field.
- **Experience:** Requires seven (7) or more years of progressively responsible experience in the strategic leadership and management of the economic development functions of municipal operations or related work.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers License upon hire.

### **PREFERRED QUALIFICATION(s):**

- Five (5) or more years of related experience in a municipal or government setting.
- Experience leading advisory boards at regional, state, and national levels.
- Master's degree in Economics, Public or Business Administration or related field.
- Certified Economic Developer

### **JOB SUMMARY**

The purpose of this position is to plan, develop, implement and coordinate the City's economic development based programs. The Economic Development Services Director is responsible for the development and implementation of strategies in conjunction with policy makers, organizations, and the City's top management to market city sites, spaces, and opportunities, as well as foster partnerships that will facilitate the attraction of targeted industries pursuant to the Economic Development Implementation Strategy, as amended.



### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Plans strategies to attract new businesses and encourage expansion and retention of existing business to promote a stronger economic base. Identifies and targets businesses and industries to the City.
2	Promotes the City of Peoria as a viable option for location of business/industry to national and international businesses. Represents the City of Peoria at meetings, presentations, trade shows and through the development of proposals and promotional materials.
3	Works with City officials and management to ensure support and coordinate economic development activities. Integrates environmental sustainability and diversity in economic development strategies. Coordinates business promotion and attraction activities with the Chamber of Commerce, other City departments, governmental agencies, private enterprise, civic groups and the general public.
4	Works with regional groups to address the workforce development needs of the city and west valley for the purpose of targeted industry attraction.
5	Develops and implements a comprehensive sales and marketing strategy to attract targeted industries to the city.
6	Prepares and administers the annual department budget by forecasting revenues and expenditures, presenting proposals for approval, authorizing payments and monitoring expenditures for recommended adjustments.
7	Acts as a City representative in business activities by leading advisory boards at regional/state/national levels; responds to media, citizen, and business inquiries.
8	Monitors legislation and regulations relating to economic development; reports findings to appropriate impacted parties.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, vehicle.

**PROTECTIVE EQUIPMENT REQUIRED:**

None.