



Title: Economic Development Project Manager

FLSA STATUS: Exempt from overtime under Fair Labor Standards (FLSA) guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Economic Development Director
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's Degree in business, marketing, economic development, real estate development, business administration, project management, or related field is required.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

Experience: A minimum of five (5) years of progressively responsible experience in economic development, marketing, project management, and managing medium to high profile projects of medium to high complexity.

- **Licenses/Certifications/Special Requirements:**

PREFERRED/DESIRABLE QUALIFICATION(s):

- Combination of municipal/government and private sector experience.
- Knowledge of planning and development services.
- Proven ability in organizational promotion and recruitment of qualified prospects.
- Strong interpersonal skills to include social media expertise.
- Proven project management skills; specifically, implementation of project management activities from lead to locate.
- Graphics skills
- Politically astute

JOB SUMMARY

The purpose of this position is to manage, plan, organize, monitor, review and evaluate economic development projects and programs related to implementing economic development opportunities from inception to completion. This is accomplished by identifying project requirements, preparing project budgets, developing implementation schedules, monitoring progress, managing resources, resolving issues, coordinating associated activities, and ensuring documentation is completed. Other duties may include completing related tasks as assigned.



City of Peoria

HUMAN RESOURCES

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	Coordinates, manages and implements programs and projects that support the economic development initiatives. Analyzes investment projects and solicits development proposals. Prepares and monitors project budgets, implementation schedules, and other obligations relative to executed agreements.
2	Organizes and attends project team meetings and workshops. Schedules meetings, conference calls and progress reports. Coordinates with various city departments, development team members, citizen and special interest groups, and third party consultants. Prepares reports, presentations and analysis.
3	Prepares detailed meeting notes and maintains project files, which include agreements, council communications, and other correspondence associated with the project. Reviews documents such as exclusive negotiating agreements, confidentiality agreements, ground leases, commercial leases, development agreements, operating grant agreements, development proposals, and requests for proposals.
4	Completes financial and economic analysis, evaluating projects cost/benefit analysis, provides input on the annual budget relative to project funding needs, and monitors budget of projects. Procures and negotiates contracts and manages third party contracts to assist with project development for appraisals, technical studies, financial studies and market analysis.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” 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	X	Light	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.

Work Environment for this position is indicated below with “X” 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 and related software. Vehicle.

PROTECTIVE EQUIPMENT REQUIRED:

None required.