



Title: Economic Development Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Economic Development Services Director.
Exercises direct supervision over professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:**
 - Valid AZ Drivers License upon hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.
- Bachelor's degree in Business, Real Estate Development, Economic Development, or Urban and Regional Planning.

JOB SUMMARY

The purpose of this position is to plan, organize, manage, and implement the activities of business attraction and recruitment, business retention, redevelopment, workforce development, small business, and real estate development to advance the identified Economic Development Implementation Strategy of the Economic Development Services Department. Establishes goals and objectives; sells and markets the City's economic assets to targeted companies; analyzes economic trends, local workforce and demographics, strategizes targets, prospects companies through various sales and marketing efforts; travels and makes presentations; manages staff; implements projects and programs; assigns tasks and schedules; develops the budget; serves as technical advisor; resolves issues; serves as a liaison between the City, private sector, community groups, and other government agencies.



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	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Establishes goals and objectives for economic development activities; evaluates needs and results; creates strategies and plans for implementation; evaluates progress.
3	Responds, on behalf of the City, to all business-related inquiries; researches, prepares, and communicates all information for business attraction, business retention, redevelopment, small business and workforce development.
4	Coordinates and oversees critical financial and economic analysis on projects; manages development projects tasks; develops good working relationships with clients and businesses; manages consultants and project teams involved in economic development program implementation.
5	Coordinates activities. Works with departments and agencies; develops strategies and procedures for effective interactions; provides staff support to various City boards, commissions, and citizen groups; acts as liaison between the City, local, and regional Chambers of Commerce, Economic Development Councils, and various federal, state, and local government agencies.
6	Makes verbal and written presentations to City Management, City Council, boards, commissions, trade associations, and other citizen groups and organizations in a professional and effective manner.



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	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.

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	Outdoors	X	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, copy / fax machine, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.