



Job Title	Economic Development Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	17018

Class Specification – Economic Development Manager

Summary Statement: The purpose of this position is to implement the programs, activities and initiatives of the Economic Development Division.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Promote investment, job creation, business expansion and attraction by meeting with private sector businesses to access their needs, designing a program or plan of action to address these needs; perform detailed economic impact analysis to determine impact on the community; negotiate and draft economic development agreements; present economic development agreements to City Council.
15%	Implement the Rapid Response Program by coordinating meetings with businesses, design teams and reviewing agencies; monitor plan submittals and coordinate expedited reviews; resolve issues that arise throughout the review, approval and inspection process; and monitor the project to completion.
15%	Meet with private sector businesses regarding barriers to business including general City, Utilities, and Building Department issues; assemble appropriate City staff and outside agencies to achieve the best possible solution in the shortest period of time.
20%	Meet with private sector investors with interest in development or redevelopment of targeted geographic areas; assemble appropriate City staff and outside agencies to coordinate the process; design a program and plan of action to facilitate development or redevelopment; analyze and advocate appropriate incentives and economic development tools; and monitor and intervene as necessary to project completion.



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25%	Oversee special projects including innovation and entrepreneurial initiatives, international business development initiatives, and other projects as assigned.
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Competencies Required:
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Bachelor's degree from an accredited college or university with major coursework in economics, business administration, public administration, or a related field.
Experience: Five years of full-time professional economic development, commercial real estate, or real estate development experience including three years of supervisory experience.



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014