



# City of Tempe

## ECONOMIC DEVELOPMENT DIRECTOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	383	<i>Department / Office:</i>	Economic Development
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

**\*\*This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

### REPORTING RELATIONSHIPS

Receives general direction from the Chief Deputy City Manager.

Exercises direct supervision over professional, technical and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years recent experience in economic development, real estate acquisitions, and/or commercial real estate, including three (3) years of supervisory experience.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in public or business administration, urban planning or degree related to the core functions of this position. Master’s degree is preferred.

### 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 plan, organize and administer the activities and operations of the Economic Development Office; and to provide responsible and complex administrative support to the City Manager’s Office. This position is a department head who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the office services to internal and external customers.

### 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.

- Plans, organizes, and directs the programs, operations, activities, budget, and employees of the Economic Development Division; directs the Economic Development Implementation Plan, charged with increasing and diversifying the City’s economic and tax base by recruiting new businesses and industries and assisting existing businesses in expansion and retention.
- Negotiate development agreements related to Economic Development activities.
- Develop, propose and implement services, programs and policies for effective recruitment of new industries, new businesses, and new investments in the area; propose and develop policies to stimulate expansion of existing industries, existing businesses, and existing investments in the area.
- Lead real estate acquisition efforts for the city and manage current real estate assets.
- Network within the business and regional economic development organizations; represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Coordinate and facilitate with internal city departments, including: Community Development, Sustainability, Engineering and Transportation, Community Services, Communications and Marketing, and Human Services to provide a seamless approach for new projects.
- Development of short and long term Economic Development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve those goals. Monitors and evaluates the effectiveness of these strategic programs and efforts.
- Develop, plan, implement, and manage Office goals, objectives and workplans; assign work activities, projects and programs; monitor workflows; recommend, administer, review, and update administrative practices, procedures and policies.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from employees on policies and procedures.
- Prepare and present staff reports to City Council, Planning Commission, advisory committees, the public, and other groups to explain technical aspects of the City’s economic development projects and programs.
- Perform related duties as assigned.

## 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective February 2000</i>  <i>Revised August 2001</i>  <i>Revised November 2005</i>  <i>Revised December 2010 (Title change)</i>  <i>Reactivated March 2013</i>  <i>Revised April 2023 (update min qualifications and job duties)</i></p>