



City of Phoenix

ECONOMIC DEVELOPMENT PROGRAM MANAGER

JOB CODE 08750

Effective Date: 6/08

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to coordinate, direct, and implement programs and projects that support commercial, office, and industrial development; workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Work includes conceptual program design, development of financing plans for public and private expenditures, site and structural design analysis, solicitation of and negotiation with private developers, economic development planning, interdepartmental coordination, and direction of leasing programs. Work is oriented either toward short-term or multi-year projects. Some positions supervise other professional and clerical staff. Duties are performed under the general supervision of a deputy department director or other supervisor who evaluates performance based upon results. The increased responsibility and difficulty of assignments differentiate this class from Project Manager.

ESSENTIAL FUNCTIONS:

- Develops management plans including current and critical path schedules for public improvement and private redevelopment projects;
- Analyzes real estate investment projects;
- Develops business assistance, business retention, and financing plans;
- Solicits development proposals from private development companies;
- Negotiates development contracts with private developers;
- Organizes, monitors, and manages the activities of functional operation units within the City impacting economic development projects;
- Performs economic development ombudsman duties with City Departments on behalf of private developers;
- Prepares reports on economic development activities for administrative and City Council decision-making;
- Meets and works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration.
- Research methods and report presentation.
- Principles of municipal and private sector budgeting, accounting, and finance methods.
- Principles of real estate financing.
- Principles of customer service and public relations.
- Principles of urban land development.
- Project development, scheduling, monitoring, and control systems.
- Economic principles and techniques.
- Real estate feasibility.
- Financing techniques.
- Contract negotiation.

Ability to:

- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Communicate orally in the English language with other employees, developers, contractors, and the public by phone and in a group setting.
- Comprehend and make inferences from material written in the English language.
- Learn job-related material primarily through structured lecture and reading.
- Work cooperatively with City employees, developers, contractors, and the public.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:



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Five years of professional experience in urban economic development, public facility or infrastructure development, commercial development, transportation development, workforce development, business assistance, or public and/or private finance, three of which required management of and decision-making authority for projects or programs. A bachelor's degree in economic development, urban planning, public or business administration, or a related field also is required. Other combinations of experience and education that meet the minimum requirements may be substituted.