



City of Phoenix

ECONOMIC DEVELOPMENT EXECUTIVE OFFICER

JOB CODE 08810

Effective Date: New 07/12

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to represent the city's interests with business, industry, and developers to enhance the department's domestic and international business attraction efforts. Work involves representing the City administration and coordinating with various City departments to identify and to attract business and industry to the area. The incumbent will act as the City's lead contact and advisor to business and industrial organizations, working with them to identify factors needed to improve the locational attractiveness of the City, and coordinate with public and private entities to establish conditions to meet these needs. The Economic Development Executive Officer participates in various public and private economic development activities including, but not limited to: conceptual program design, development of implementation strategies and schedules, solicitations of private developers, economic development planning, budget preparation and compliance, inter-departmental and inter-governmental coordination, and public information. Responsibilities further involve planning marketing effort strategies, making recommendations on land use, zoning, transportation issues, and other public or private improvements and utilities which contribute to potential business development. Work is performed with independence, initiative, and wide latitude for judgment under the administrative review of the Community and Economic Development Director, who evaluates performance on the basis of results obtained. Considerable independence is allowed for carrying out policy decisions and goals under the general direction of the Community and Economic Development Director.

ESSENTIAL FUNCTIONS:

- Acts as the city's lead contact and expeditor for business attraction;
- Works with businesses and industry to identify factors and resolve issues necessary to improve the locational attractiveness of the city;
- Participates in long range planning and recommending goals for a unified economic development attraction program;
- Coordinates and leads domestic and international sales missions to promote the City of Phoenix;
- Generates and manages a portfolio of direct corporate business lead and prospects;
- Evaluates programs which would couple the immediately available resources of the area with potential business and industrial development;



City of Phoenix

- Contacts businesses and industrial firms to promote the advantages of the City of Phoenix as a location for immediate or future development;
- Solicits development proposals from private development companies, businesses and industrial organizations and analyzes the feasibility of these projects;
- Develops strategic plans for economic development attraction;
- Makes recommendations to the Community and Economic Development Director on land use and zoning policies affecting economic development attraction;
- Encourage cooperation between private enterprise and public agencies to increase their workforce training and placement programs for generation of jobs; Assists private enterprise and community agencies to resolve community needs that have direct bearing on economic development attraction;
- Negotiates and/or assists in negotiating economic development contracts with private developers, businesses, and industry;
- Advises and works closely with the Greater Phoenix Economic Council, AZ Commerce Authority and other citizen's and advisory committees and boards; Makes public appearances before citizen's groups and organizations;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- 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 Economic Development and urban redevelopment.
- Various federal, state, and local laws affecting urban redevelopment, economic development, and business assistance programs.
- Principles and techniques of public relations.
- Principles and techniques of marketing.
- Real estate feasibility, financing practices and techniques.
- Plans and contracts negotiation and analysis.
- Program and plan development, monitoring, and control systems.
- Principles and practices of public administration and municipal government.
- Principles and techniques of successful negotiations and conflict management.

Ability to:

- Play a liaison and expeditor role between various government agencies and private business, industry, and development representatives.



City of Phoenix

- Evaluate and prepare fiscal and economic impact analyses.
- Analyze problems and issues and recommend solutions and strategies.
- Negotiate with representatives of various citizen groups and private and public agencies.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Perform a broad range of supervisory responsibilities over others.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

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 is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Seven years of progressively responsible management experience in urban economic development or redevelopment programs in medium to large sized communities (500k pop.), directing program implementation, marketing, and negotiations with business and industry representatives; plus a strong financial background, preferably in real estate and a Bachelor's degree in public or business administration, economic development, urban planning, or a related field is required. Other combinations of experience and education that meet the minimum requirements may be substituted.