



## **City of Phoenix**

# **DEPUTY ECONOMIC DEVELOPMENT DIRECTOR**

**JOB CODE 27480**

Effective Date: 09/08

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to provide expert advice, support, and assistance in planning, developing, administering, coordinating, and supervising high profile initiatives, programs, and projects. The incumbent is responsible for overseeing and leading the development and negotiation of agreements and contracts for projects undertaken by Economic Development professional staff. Work includes directing and participating in programs and activities of the Workforce Investment Act (WIA) program, overseeing legal and contractual assistance activities, as well as consultant services. As the need arises, incumbents assume the role of chief negotiator for high profile projects or programs working with a variety of private, public, welfare, and educational agencies. Work involves the use of initiative and independent judgment within the framework of established policies and procedures. The incumbent will direct and coordinate the efforts of economic development teams engaged in various economic development or redevelopment projects, workforce employment programs, and other professional and administrative support teams. General supervision is received from either the Community and Economic Development Director or the Assistant Community and Economic Development Director and is evaluated based on results obtained.

### **ESSENTIAL FUNCTIONS:**

- Negotiates contracts between the City, private developers, and/or other governmental entities associated with major, high profile redevelopment projects, such as commercial office development, public assembly facilities, retail centers, and sports training centers;
- Oversees negotiating processes conducted by Senior Redevelopment Program Managers and their staff;
- Arranges for the services of external consultants and agencies and acts as the City liaison;
- Assists the Senior Redevelopment Program Managers in developing strategies;
- Briefs and advises City management and the Mayor and Council regarding economic development projects in person and through written reports;
- Interprets the department's programs and works with citizen groups to develop and implement short-term and long-term economic development objectives and programs;



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- Implements capital improvement projects by coordinating the work of other department staff, citizen groups, and public and private agencies;
- Assigns work to a professional staff, oversees work procedures, and inspects work in progress and upon completion;
- Produces management plans including current and critical path schedules for economic development and private redevelopment projects;
- Negotiates development and redevelopment contracts with private developers;
- Develops and markets business assistance programs;
- Meets and works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and the status of programs;
- Provides overall administrative and program direction for the Workforce Investment Act (WIA) program;
- Develops, implements, and monitors contracts for service;
- Establishes and monitors management controls for administrative, program, and fiscal procedures;
- Revises diverse program components to set and adjust priorities and policies;
- 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 public and social service program planning, administration, municipal budgeting and finance, public relations, negotiating, and supervision.
- Funding resources for project grants.
- Laws, ordinances, regulations and policies of various government agencies as they affect business and community services.
- Leadership styles and skills.

#### Ability to:

- Negotiate in writing and in person with private and public agencies and with representatives of various citizen groups.
- Perform a broad range of supervisory responsibilities over others.



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- Review or check the work products of others to ensure conformance to standards.
- Observe, compare, or monitor data to determine compliance with prescribed operating standards, program regulations, or contractual requirements.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Comprehend and make inferences from written material.
- Learn job-related material primarily through structured lecture and reading.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with other City employees and the general public.
- 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:**

Four years of experience in coordinating and directing the implementation of development, redevelopment, and capital improvement projects, social service work, or public finance and administration, including two years in an administrative position supervising professional staff, and a bachelor's degree in economics, business administration, public administration, urban planning, sociology, counseling, psychology, education, or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.