



City of Tempe

ECONOMIC DEVELOPMENT SPECIALIST

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	615	<i>Department / Office:</i>	Economic Development
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Economic Development Specialist
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Deputy Economic Development Director or from other management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of experience in economic development environment, commercial leasing, real estate contract negotiation, business assistance, marketing, financial feasibility / economic impact analysis or a directly related field preferably in a municipal setting.
<i>Education:</i>	Equivalent to a bachelor's degree in economic development, urban planning, public administration, business administration, or a degree related to the core functions of the position.
<i>License / Certification:</i>	Possession of a valid driver's license.

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 coordinate, direct, and implement programs and projects that support a broad range of economic development initiatives and projects including business attraction of new commercial, office, and industrial development; workforce development; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Work is oriented either toward short-term or multi-year projects.

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.

- Performs economic development and support work to implement the City's ongoing policy of broadening its retail, commercial, and industrial base through planning, research, and marketing efforts to attract new industries and businesses to the City and assist existing ones to expand
- Coordinates and/or participates in the gathering of data on economic and fiscal trends, land, buildings, infrastructure, tourism issues, workforce and labor and contributes to the collection and creation of department research reports and performance measurements.
- Develops, implements, monitors and reports on progress for programs under area of assigned focus within the department's economic development annual plan and strategic plan.
- Monitors contracts and, if necessary, identifies issues and suggest possible remedies.
- Promotes the advantages of Tempe as a location for immediate or future development or expansion and serves as an advocate for local existing business.
- Supports program manager as assigned in program execution for area of specialty.
- Assists potential new businesses in site analysis, including demographic, tax, fee, development, and related information including securing City approvals or in working out any other problems involved with relocation or expansion.
- Travel to development sites throughout the city; meeting clients; attending local, regional and national events to promote new business interest in Tempe.
- Investigates business complaints and concerns, forwards the information to the appropriate division and tracks follow-up with staff to ensure resolution.
- Makes recommendations as a member of the department team on needed changes to policies and procedures to improve service delivery.
- Assists in the development and coordination of information regarding the existing businesses within the community; prepares a continuing evaluation of trends in employment, income, housing, population or other issues as related to focus area.
- Assists in the development and coordination of programs, research and activities designed to contribute to the redevelopment or revitalization of targeted areas of the community.
- Prepares correspondence, management reports and assists in preparing staff reports.
- Participates in the evaluation of real estate investment projects as well as business assistance, business retention, and expansion plans.
- Performs economic development ombudsman duties with City Departments on behalf of private developers.
- Works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position (at desk or at computer) for considerable periods of time;

- Operate city vehicles;
- Operate computers, calculators and other office machines;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time at the office.

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ: Competencies](#)

JOB DESCRIPTION HISTORY

Effective January 2023