



# City of Tempe

## DEPUTY ECONOMIC DEVELOPMENT DIRECTOR

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	595	<i>Department / Office:</i>	Economic Development
<i>Supervision Level:</i>	Deputy 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

Reports to and is directly supervised by the Economic Development Director.  
May exercise direct, technical or functional supervision over management, supervisory and/or line level staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience with municipal real estate transactions, development agreement negotiations, redevelopment project management, and related federal grant or neighborhood revitalization programs, including three (3) years of supervisory responsibility.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in public administration, urban planning, economics, business administration, or a degree related to the core functions of the position. A master's degree related to the core functions of the position 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 support real estate projects during development/contract negotiations and actively manage the sale/leasing of City-owned property. This position provides highly responsible, complex support to many City departments as well as confidential communications with non-city entities such as Utilities and Railroads, County, State, and Federal government agencies.

## 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.

- Conduct duties and functions within the Economic Development Director, the City Attorney's Office and the City Manager.
- Advise, consult and provide information to the City Manager's Office and Economic Development Director regarding redevelopment; contracts; private/public partnerships; federal and regional grants and projects; neighborhood revitalization; and economic development. Stay current on statutes, legislation, case law and other issues that have an effect on development and redevelopment.
- Produce, negotiate and review a variety of contracts and agreements, ranging from simple to very complex, pertaining to public private partnerships; redevelopment projects; related grants and programs. Author, amend, analyze, send and receive a variety of correspondence, analyses and reports regarding such contracts and agreements.
- Negotiate complex multi-party agreements involving public private partnerships which may include more than one government entity, such as the Arizona Board of Regents. Honor the strictest confidentiality in these types of negotiations and discussions.
- Maintain and promote a reputation of excellence and integrity through consistent, honest, value added services and responsive and proactive communications.
- Analyze, develop and present recommendations on complex economic development/redevelopment proposals; provide technical expertise in the formulation of recommendations on financial and development plans.
- Prepare and submit reports, correspondence and documents to the Economic Development Department Director, the City Manager, and the City Council as well as the appropriate regional, state, and federal government agencies.
- Present reports for City Council consideration while giving thorough background, data and facts in an easily understandable fashion for decision makers who may not be familiar with finance, development and real estate law.
- Communicate effectively regarding City Development requirements with other City departments, outside agencies, the development community, neighborhood organizations, non-profits, Board and Commissions, and resident groups.
- Collaborate with and coordinate the work of other departments, engineers, developers, architects, attorneys, property owners, consultants, a variety of agencies and the general public in a way that creates value for all parties but is always in concert with City Council priorities and the City's vision documents.
- Actively participate in a variety of boards, professional groups such as GPEC, Commissions and planning committees; present information and recommendations on projects, programs and documents of a specialized nature in a variety of community meetings.
- Ensure City management and elected officials have relevant, accurate and timely information as along with well-researched and articulated recommendations to make meaningful, fiscally sound administrative and policy decisions in alignment with City Council priorities and the City's vision documents.

- Provide hands-on collaboration with other City staff, business owners and developers to initiate strategies that support Tempe’s ability to attract and retain businesses including incentive policies, addressing infrastructure needs, and other processes and programs.
- Solicit and implement feedback from City staff on policies and procedures to support Economic Development. Analyze and resolve operational and procedural problems that impact efficient delivery of value-added services.
- Lead interdisciplinary teams on specific projects related to site remediation/preparation for development activity; new infrastructure and transportation projects that support development; and financial plans to support projects that encourage long-term economic growth.
- Maintain a computerized inventory of City-owned properties; demographic data and relevant GIS information and coordinate with the IT Division.
- Manage, negotiate, prepare and administer leases for City owned property and properly leased by the City; coordinate the inspections and maintenance.
- Assign work to a professional staff, overseeing work procedures and inspects work in progress and upon completion.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate computers and other office machines;
- Considerable reading and close vision work;
- Requires working extended hours;
- Operates a city vehicle.

#### 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 2022*