



City of Tempe

ECONOMIC DEVELOPMENT SPECIAL PROJECTS ADMINISTRATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	608	<i>Department / Office:</i>	Economic Development
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy Economic Development Director
<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

Receives general supervision from the Economic Development Director or from other management staff. Exercises direct supervision over professional, paraprofessional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in urban economic development, infrastructure development, commercial development, transportation development, workforce development, and/or business assistance.
<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 manage 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 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.

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; ensure adherence to proper workgroup procedures and policies; set performance goals; provide or coordinate staff training; and work with individual employees to correct deficiencies and implement discipline procedures as necessary.
- Manages Special Projects identified by Mayor and Council and City Manager's Office; including coordinating multi-department strategies to achieve outcomes for assigned project.
- Presents Special Projects to Boards and Commission as appropriate.
- Responsible for updating annual Economic Implementation Plan with current and recommended programs.
- Prepare required supplemental budgets as appropriate.
- Attends and presents at conferences as assigned.
- Manages and directs staff on projects through appropriate city process.
- Develops management plans including current and critical path schedules for public improvement and private redevelopment projects.
- Manages City-Owned real estate and parking agreements.
- Develops business assistance, business retention, and expansion plans.
- Manages Tempe Team Stakeholder meetings/projects.
- Works closely with Human Services on managing Workforce Development Programs.
- 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.
- 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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ: Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective October 2022</i>