



Range: SM-2
FLSA Status: Exempt
Date: June 11, 2014

ECONOMIC DEVELOPMENT & BUSINESS RELATIONS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Community Development Director, this position is responsible for developing and administering the City's economic development policies and programs including planning and performing professional and community economic development activities. This would encompass, but not be limited to, the areas of business retention and expansion, strategic planning, marketing/business attraction, economic development finance, small business and entrepreneurship development, community/neighborhood development and redevelopment, real estate development and reuse, workforce development, and other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from and report directly to the Director of Community Development.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS- *Essential and other important responsibilities and duties may include, but not limited to, the following:*

Essential Functions:

1. Develop, implement and administer economic development plans, policies, programs and strategies that balance the needs and interests of City government, property owners, business owners, residents, visitors, other governmental agencies and community groups.
2. Develop and implement an assets-based economic development approach that leverages the strengths and assets and builds an internal and external positive perception of the community. This includes an investment in intangible assets, such as the environment, arts, international reputation, and the people.
3. Provide support to the Director of Community Development.
4. Evaluate fiscal impacts, current conditions and market trends and present reports to the Community Development Director, City Manager and City Council.
5. Serve as a liaison between the City, the Chamber of Commerce, Lodging Council and the private sector groups.
6. Act as a City representative in business activities including participating in advisory boards at local, regional, state and national levels.
7. Respond to media, citizen, and business inquiries.

8. Develop and implement research strategies/data required to support economic development efforts.
9. Develop and maintain a database of vacant or underutilized commercial, office and tenant spaces.
10. Implement the goals and policies of the Economic Development section of the Sedona Community Plan.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of the principles and practices of economic development.
- Knowledge of real estate development and redevelopment, economics, sociology, and public finance as applied to community planning and economic development.
- Skill in performing research, make independent investigations, evaluate statistical data, and to present facts and conclusions clearly in written, oral, and graphic form.
- Skill in the development and maintenance of cooperative associations with other employees, the business community, City officials, outside agencies, and the public.

Ability to:

- Identify appropriate methods to provide effective and efficient redevelopment, economic development and rehabilitation programs.
- Analyze economic studies, financial statements, marketing studies, plans, specs and other documents.
- Independently investigate issues and problems.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issue by employees.
- Communicate clearly and concisely, both orally and in writing.
- Analyze and compile technical and statistical information.
- Respond to and resolve difficult and sensitive inquiries and complaints with courtesy and tact.
- Establish and maintain cooperative work relationships with those contacted in the course of work.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work effectively with both elected officials and appointed commissions and boards of the City.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and ability is qualifying. Any typical way to obtain the knowledge and abilities would be:

Experience:

Four to five years of highly responsible experience in professional economic development, community development, or planning.

Training:

Minimum of a Bachelor's degree from an accredited college or university with a major in economic development or a closely related field (or equivalent experience).

Possess, or have the ability to obtain upon employment, a valid Arizona driver's license.

The possession of a Certified Economic Developer (CEcD) Certification is desired.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; possible exposure to noise, dust and inclement weather conditions; working around machinery.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, or walking for prolonged periods of time; general manual dexterity.