

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Economic Development Director	Job Code: 2123
Date: September 19, 2017	EEO Code: EX
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and administration over the Economic Development Department and all related programs and projects.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Mayor for the effective direction and administration of the Economic Development Department and performs all responsibilities under administrative direction.

ESSENTIAL DUTIES: Oversee the City's long-range economic master plan; recommend priority and vision for existing City locations, sites for potential economic growth, and enhancing community image; solicit economic developers and market Provo, Mountain Vista Business Center, and East Bay Business Center; develop and maintain the economic relationship between the City and Brigham Young University; address the coordination of technology transfer from BYU to private sector; meet regularly with economic development professionals to coordinate programs and promote City interests; prepare information for potential developers; design and implement a public advertising program; track potential economic development property in Provo; negotiate land sales and details of development projects; solve problems associated with City-sponsored development projects; solicit consultation from qualified professionals on City projects; participate in professional organizations; develop and maintain professional working relationships with private developers, realtors, business leaders, banking/financial leaders, professional economic development and trade associations, state and local governments, and others; match interested parties with compatible development projects.

Generate and review specific studies and reports pertinent to current City needs and trends; host meetings, seminars, tours, and luncheons to educate and disseminate information to businesses, clients, community leaders and groups; initiate and maintain appropriate financial assistance programs; research and develop the establishment of business incubators; maintain cooperative working relationships with City departments and City Council; attend all relevant City meetings; act as Mayor's representative as needed; coordinate with Provo Redevelopment Agency; research, develop, and submit a timely and accurate division budget and monitor it throughout the fiscal year; supervise, plan, and coordinate the work of assigned personnel including workload scheduling and workflow coordination; oversee staff training; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and discipline if needed; make staffing decisions including hiring and firing of personnel; maintain and review all reports, work records, work specifications, and appropriate documentation; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public or Business Administration, Finance, Planning, or closely related field and seven (7) years of professional experience in economic development, redevelopment, or related work; **OR** a Master's degree in one of the above and five (5) years of related experience; **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certificate(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: *Knowledge of:* economic development needs and interests of Provo City; the principles and practices of economic development, redevelopment, public and private finance, and business practices including retailing and marketing; Federal and State grant and loan programs; the principles and programs of city government; budget preparation and administrative processes; supervisory and management principles, techniques, and methods; English composition, spelling, and grammar. *Skill in:* work management, supervision, and interpersonal relations; oral and written communications; practicing trust-building behaviors. *Ability to:* define and implement progressive economic strategy; identify and recommend project priority and vision; translate technical data and information into an easily understood format for presentation; analyze financial and accounting records; evaluate programs and procedures; develop programs to effectively resolve operational problems; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service; develop and maintain effective working relationships with developers, business leaders, economic development professionals, state and local government leaders, City Council, City administrators, the public, coworkers, and other community leaders.

TOOLS AND EQUIPMENT USED: Telephone, computer, vehicle, and office equipment.

PHYSICAL DEMANDS: Requires physical on-site inspections of properties, raw land, buildings, and constructions; climbing stairs in multi-level buildings; sitting at a desk or in meetings for extended periods of time; working long hours when necessary; commercial flying and some helicopter travel.

ENVIRONMENTAL FACTORS: Primarily inside office work; includes some site visits. May include exposure to high-stress situations or environments, including the meeting of strict deadlines and contact with the public, business owners, other governments, or other community members in confrontational or uncomfortable circumstances. May involve occasional to frequent exposure to adverse weather conditions and the hazards of "hard hat" construction areas.



 Mayor/Chief Administrative Officer

9/19/17

 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.