

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Economic Development Division Director	Job Code: 2125
Date: May 16, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional and comprehensive work supporting the City-wide Economic Development Division and all related programs and projects.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Development Services Director and performs tasks under very general direction. This work is distinguished by its overall administrative responsibility for the efficient, effective, and lawful management of the City's economic development.

ESSENTIAL DUTIES: Assist in achieving long-term general plan goals for urban development of the City, including the physical development of the East Bay Business Center, Provo Aerospace Park, and Mountain Vista Business Center; develop professional working relationships with private developers, realtors, business leaders, banking/financial leaders, trade associations, state and local governments, economic development professionals, and other community leaders; select potential sites, negotiate land sales, and handle other details for development projects; provide solutions to problems related to City-sponsored development projects; assist in marketing Provo City, Mountain Vista Business Center, East Bay Business Center, and other City-owned developments; prepare presentations to potential developers; assist in designing and implementing a public advertising program; promote a positive City image; attract potential developers to the City; generate specific studies and reports pertinent to current City needs and trends; as required, host meetings, seminars, tours, luncheons, and other activities to educate and disseminate economic development information; assist in installing and maintaining financial assistance programs to encourage local business expansion; as directed, participate with Utah Governor's Office of Economic Development, Economic Development Corporation of Utah, International Economic Development Council, Chambers of Commerce, Utah Alliance for Economic Development, and International Council of Shopping Centers; maintain cooperative working relationships with City departments, City Council, Downtown Provo, Inc., UVU, and BYU; as needed, attend City Council, Planning Commission, Airport Board, East Bay Development, East Bay Board, and East Bay Association meetings; as directed, represent City at regional and national economic development seminars and conventions.

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 five (5) of professional experience in redevelopment, economic development or similar work **OR** Master's degree in one of the above and four (4) years' experience **OR** an equivalent combination of job-related education and experience [substituting each one year (1) of post-secondary education/training for six (6) months of experience].

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

SELECTION FACTORS: *Knowledge of:* principles and practices of economic development, redevelopment, and public and private finance; business practices including retailing and marketing; basic accounting terminology and procedures; budget preparation, and administrative processes; economic development administration and other Federal and State grant and loan programs; principles and programs of City government; applicable laws, rules, and regulations; supervisory and management principles, techniques, and methods. *Skill in:* oral and written communication; work management; interpersonal relations as applied to supervision of personnel and contact with a variety of public officials and representatives of outside agencies, businesses, and industries; practicing trust-building behaviors. *Ability to:* stay current on nation-wide trends and economic development methods; translate technical data and information into an easily understood format for presentation; analyze financial and accounting records and to prepare clear and concise reports; plan, organize, and direct a major staff function; 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; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; 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.

TOOLS AND EQUIPMENT USED: Motor vehicle, telephone, computer, basic office software, and office equipment.

PHYSICAL DEMANDS: Requires sitting at desk using a computer for extended time periods, some physical on-site inspections and travel, and other varied physical activities associated with essential duties.

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



 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.