

**CITY OF GLENDALE**

**TITLE: Economic Development Administrator      CLASS CODE:      525**

**REPORTS TO: Economic Development      GRADE:      31**  
**Director**

**DEPARTMENT: Economic Development      FLSA:      E**

**JOB SPECIFICATION DATE: July 1, 2005    bwg**

**JOB SUMMARY:**

Plans, organizes manages, and implements the activities of the Business Development and Marketing, Business Retention and Expansion or Client Service/Project Management programs for the Economic Development Department.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes and manages economic development programs related to generating business and development opportunities, including successfully managing projects from inception to completion.
2. Directs City response to requests for information from potential businesses, developers and consultant groups.
3. Undertakes critical financial and economic analysis on projects through proficient use of economic modeling techniques and software. Manages development project tasks and develops good relationships with clients and businesses.
4. Manages consultants and project teams involved in economic development program implementation.
5. Researches, prepares and communicates information to attract new business clients projecting an effective communication and project management environment.
6. Makes verbal and written presentations to the City Management, City Council, boards, commissions other citizens groups in a professional and effective manner.
7. Provides recommendations to existing City businesses, needing assistance with city processes, ordinances or regulations.
8. Develops and maintains various project management databases.
9. Analyzes and researches parameters for City incentives for discussion with developers and other businesses working with the city.
10. Researches and assists in development of alternative economic development policies, strategies and implementation techniques.
11. Plans, develops and implements informational strategies to attract growth industries and companies
12. Develops and monitors contracts with consultants.
13. Provides staff support to various City boards, commission, and citizens groups.
14. Generates statistical reports, information, and plans in connection with economic development projects.
15. Acts as liaison between the City, local and regional Chambers of Commerce, the Downtown Development Corporation, Economic Development Councils and various federal, state and local government agencies.
16. Provides quality customer service; ensures that programs provide quality customer service.

**SECONDARY FUNCTIONS:**

17. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

State and Federal laws and regulations, sections of the Glendale Municipal Code, standards, policies and practices of the State Economic Development Department.

Industrial, foreign trade, and enterprise zone law.

Private activity bond practices and procedures.

Related federal and state programs.

Methods for financing sites, buildings and equipment.

Economic development marketing, program implementation and analysis of marketing programs impact.

Economic and fiscal impact analysis, development finance and other related activities.

**Skill in:**

Use of computers, databases, and software.

**Ability to:**

Effectively plan and organize the activities of the economic development programs.

Proficiently use economic modeling techniques and software.

Analyze, interpret and report economic, demographic and sociological research findings.

Manage multiple top priority projects at one time.

Direct consultants and project teams.

Exercise initiative and independent judgment.

Establish and maintain effective working relationships with business, industrial and community leaders.

Communicate effectively verbally and in writing.

**WORKING CONDITIONS:**

Office setting.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in public or business administration, urban and regional planning, market economics, urban geography or a related field and four years experience in an economic development, or real estate environment. Experience in both the public and private sectors and completion of a Master's Degree, Economic Development Institute, or CECD is preferred.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

Valid Arizona drivers license upon hire.