

**CITY OF GLENDALE**

**TITLE:** Assistant Economic Development **CLASS CODE:** 527  
Director  
**REPORTS TO:** Economic Development Director **GRADE:** 33  
**DEPARTMENT:** Economic Development **FLSA:** E  
**JOB DESCRIPTION DATE:** September 30, 2011 lb

**JOB SUMMARY**

Performs complex administrative and managerial functions including planning, organizing and directing the programs, activities and staff of the Economic Development department which include active efforts to attract and retain industry and commerce.

**ESSENTIAL FUNCTIONS**

1. Assists the Economic Development Director in planning, organizing and directing the research, planning, and implementation efforts designed to achieve the economic development, redevelopment, and downtown redevelopment objectives as set forth by the City Council and City Manager.
2. Manages the formulation of redevelopment and economic development policies and their implementation and administers comprehensive economic development programs.
3. Negotiates incentive, development and consulting agreements with tenants, owners, architects, contractors, developers, site selectors, employers and others.
4. Prepares, implements, monitors and administers long and short range development and redevelopment plans and dispositions and development agreements.
5. Serves as arbitrator/mediator between staff and private sector interests such as employers and developers to ensure equity and avoid costly delays.
6. Resolves complex or sensitive issues related to employees and businesses,
7. Interprets and enforces all city ordinances pertaining to economic, redevelopment and downtown development.
8. Meets with internal staff, developers, architects, bankers, business owners, landlords, etc., to develop programs to attract and retain new and expanding business.
9. Makes presentations to businesses seeking to relocate or expand in the city.
10. Responds to media, citizen, business inquiries and complaints.
11. Prepares and reviews grant applications.
12. Prepares comprehensive technical, feasibility and administrative reports and studies.
13. Assigns and reviews the work of subordinates and evaluates their performance.
14. Administers the departmental budget in accordance with program goals and objectives.
15. Provides quality customer service: ensures that departmental staff and programs provide quality customer service.

**SECONDARY FUNCTIONS**

16. Performs other related duties assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

State development laws  
Redevelopment and economic development financing

The principles and practices of urban economic, redevelopment and downtown development including administration and management  
The principles and practice of neighborhood planning and citizen participation in the planning process  
Real estate and site selection principles and practices  
Marketing techniques and economic development incentives  
Past, present and future micro and macro growing trends of Glendale  
Laws, ordinances, regulations and policies of various government agencies  
Research techniques, methods and procedures  
Customer service practices  
City ordinances and regulations

**Ability to:**

Exercise initiative and independent judgment  
Negotiate and perform cost/benefit analyses  
Apply modern management techniques  
Establish and maintain effective working relationships with private sector investors and mediate differences between city staff, developers, businesses and various citizens groups  
Exercise judgment in the selection of publicly funded programs and in balancing public and private financial resources  
Formulate solutions to complex problems, issues by analyzing and interpreting complex research findings  
Market the city to prospective businesses and industries  
Coordinate and mediate efforts of both public and private agencies and committees involved in the economic and downtown development projects  
Communicate effectively verbally and in writing, even in a hostile environment  
Effectively evaluate, train and develop employees  
Develop and manage budgets  
Direct consultants

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in economics, planning, business, marketing or public administration or a related field, and five years of management experience in urban economic development, urban planning or a related field.

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

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license