

SANDY CITY APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> | Economic Development/RDA Director | <u>Revision Date:</u> | 11/2021 |
| | | | <u>EEO Category:</u> | Official/Admin |
| | | | <u>Status:</u> | Exempt (Executive) |
| | | | <u>Control No:</u> | 20200 |

II. Summary Statement of Overall Purpose/Goal of Position:

An Appointed Category I position under the strategic direction of the City Administrator and Mayor, promotes and monitors all Sandy City economic development and redevelopment programs.

III. Essential Duties:

Administration

- Coordinate and monitor all economic development programs with contractors, property owners, the City, and other interested groups.
- Maintain constant communication with the Mayor and City Council in order to keep them informed of current economic development matters.
- Oversee the daily operations of the Economic Development Office including budget management, personnel matters, staff support and assignments, facilities and equipment and special projects and events.
- Oversee the administration of the Redevelopment Agency and represents the Redevelopment Agency at all required meetings with developers, citizen groups, financiers, etc.
- Maintain files of all potential economic developers with whom contracts are made and all potential economic development property in the City.
- Prepare and administer the annual economic development and redevelopment agency budgets.
- Manage the work of consultants and economic development staff.
- Prepare all federal and local redevelopment reports.
- Negotiate and prepare contracts for the purchase of real property, property development, and other agency business.
- Identify, evaluate and manage risk within the department, including oversight of the risk and safety programs.

Strategy and Planning

- Oversee a long-term strategic plan for economic development of the City, including the physical development.
- Participate with professional and trade organizations (ULI, IEDC, CDFA, etc.) and stay abreast of current nationwide trends and methods of economic development.
- Generate specific studies and reports, including statistical information pertinent to current needs and trends in the City.

Business Development

- Solicit potential economic developers to Sandy.
- Generate and nurture professional working relationships with private developers, realtors, business leaders, banking and financial leaders, professional economic development and trade associations, state and local government leaders, economic development professionals and other community leaders.
- Work with the Governor's Office of Economic Development (GOED), Economic Development Corporation of Utah (EDCU), South Valley Chamber and Silicon Slopes for marketing and recruitment of businesses.
- Host clients, provide tours of the City, and match up appropriate interested parties for development projects.
- Market Sandy City by preparing appropriate information for presentation to potential developers and designing and implementing a public advertising program to promote a positive image of the City and the Agency.
- Promote new development programs and arrange and facilitate creative financing packages.

IV Marginal Duties:

- Perform other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in business, public administration, finance, planning, or other closely related field.

Experience: Requires ten years' experience in redevelopment, economic development, real estate development or closely related field. May substitute up to two years of additional education for two years of required experience. Four years of supervisory experience preferred.

Certificates/Licenses: Valid Utah Driver's License required.

Probationary Period: Not applicable. This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

Knowledge of: Principles and practices of redevelopment, economic development, financial management, accounting and real estate practices; public relations; public presentations and contract negotiations; budget procedures and governmental financing including bonding; financial analysis.

Responsibility for: Negotiations with property owners and/or developers concerning agreements that can have substantial financial implications; supervision of the department budget; great responsibility for the use of money within Redevelopment Agency; great responsibility for the supervision of department staff.

Communication Skills: Ability to communicate effectively verbally and in writing, ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring and influencing of others to obtain desired result; regular and frequent outside contact with persons of high rank requiring tact and judgement to deal with and influence people; requires a well-developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Regular use of office equipment, including a computer, printer, telephone, copy machine, and cell phone. Regular use of a City or personal vehicle.

Analytical Ability: Organize, delegate, and establish meaningful goals; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees, the public, developers, and financiers; ability to analyze and translate technical and financial data into an easily understood format; apply complex concepts to the solution of problems and performance of assigned duties; work independently with little supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls. Moderate physical exertion is present because of moderate stooping and kneeling required. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds. Employee frequently communicates with others.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Moderate pressure and fatigue are present due to frequent exposure to stressful situations as a result of human behavior and frequent deadlines; some evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work site.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____
PERSONNEL DEPT. APPROVED BY: _____ DATE: _____