

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Economic and Redevelopment Strategist	Job Code: 2115
Date: June 27, 2023	EEO Code: OA
FLSA Designation: Exempt	Civil Service: Covered (UC)

DEFINITION: This is comprehensive professional work with responsibility to guide major city-wide economic development and redevelopment programs and projects.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the director of economic development and performs all work under very general administrative direction. This work is distinguished by its responsibility to develop comprehensive economic development and redevelopment strategies, and support the efficient, effective, and lawful management of the Redevelopment Agency.

ESSENTIAL DUTIES: Develop comprehensive strategies to successfully meet the general plan's long-term goals related to urban development, economic development, and redevelopment; develop and implement marketing strategies and campaigns to solicit development in the City; develop professional working relationships with private developers, realtors, business leaders, banking and financial leaders, economic development and trade associations, state and local government officials, economic development professionals, and other community groups; generate specific studies and reports, including targeting data relevant to current needs and trends; assess and develop plans to meet the development and redevelopment needs of the community, including responsibility to plan, organize, seek, and implement a wide variety of programs and grants; host meetings, seminars, and events to disseminate economic information about the City and educate others on available programs and benefits of development in Provo; function as project manager on large scale projects including performing on-site inspections; resolve and give guidance on difficult issues and disputes; negotiate contracts with developers, financial institutions, project participants, and various government entities; prepare complex grant applications and ensure compliance with all requirements and deadlines; may oversee real estate transactions, including lending, buying, selling, and financing.

Assists in the development, implementation, and review of Redevelopment Agency policies, procedures, and standards; review effectiveness of current programs and recommend changes in direction as needed; provide long-term planning for the Agency; represent the Redevelopment Agency to the Municipal Council, Redevelopment Agency Board, Provo City Administration, citizen advisory committees, taxing entities, Provo City departments, the public, and other government entities; direct preparation of Agency agenda items for various groups and meetings; promote Agency goals, mission, programs, and projects to a wide variety of groups; conduct various meetings including the Redevelopment Agency Executive Committee meeting; may function as Treasurer of the Business Development Corporation of Provo; assist in preparation of Agency budgets and monitoring of purchase orders and expenditures; assist in auditing all grant projects; administer tax increment financing in designated target areas; ensure appropriate documentation of Agency activities; may review various work records and reports from staff and ensure work is completed accurately, efficiently, and within deadlines; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration, Finance, Business Administration, Urban Design, Planning, or job-related field and 5 years of relevant experience, including at least 2 years in urban development, economic development, or job-related field **OR** an equivalent combination of education and/or experience [substituting each 1 year of post-secondary education/training for 6 months of experience].

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


SELECTION FACTORS: *Knowledge of:* principles and practices of redevelopment, city planning, urban design, public and private finance, economic development, HUD grant programs and their administration; project management; local, State and Federal laws, codes, rules, and regulations governing the position, including tax increment financing, zoning, and real estate; principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process, including basic accounting terminology and procedures; program budgeting; operations, functions, and terminology common to the work. *Skill in:* dealing with stressful situations firmly, tactfully, and with respect for individual rights; gathering and analyzing data; preparing presentations for a variety of boards, commissions, groups, and Municipal Council; observing and remembering detail; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; practicing trust-building behaviors. *Ability to:* conduct oneself ethically and continually demonstrate high moral character; plan, organize and direct major staff functions and operations; quickly and accurately perform work; stay current on economic development and redevelopment trends; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; 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 customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motor vehicle, basic software programs and digital camera.

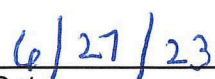
PHYSICAL DEMANDS: Requires sitting at a computer or desk for long periods while maintaining concentrated attention to detail, walking on undeveloped or broken ground during site visits and inspections, travel, and working extended hours when necessary.

ENVIRONMENTAL FACTORS: Work location is primarily inside with occasional exposure to adverse weather conditions, and materials consistent with a construction site. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations.


 Department Director


 Date


 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. Classification 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 accommodation may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.