

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Division Director - Economic Development and Redevelopment	Job Code: 2135
Date: October 31, 2024	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional economic development and redevelopment management work assigned to administer City economic and redevelopment projects and manage the Economic Development and Redevelopment Division.

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 to lawfully manage the Economic Development and Redevelopment Division.

ESSENTIAL DUTIES: Assist in achieving long-term general plan goals for City economic development and redevelopment, including physical development of all City project areas; develop professional working relationships with private developers, realtors, business leaders, banking and financial leaders, trade associations, state and local governments, economic development and redevelopment professionals, and other community leaders; select potential sites, negotiate land sales, and handle project details; solve problems related to City-sponsored projects; assist in marketing Provo and City-owned developments; give presentations to potential developers; review and approve environmental reports pertaining to Federal grants; oversee all redevelopment real estate transactions including lending, buying, selling, and financing; act as project manager on large scale redevelopment projects; develop, implement, and review redevelopment policies, procedures, and standards; review effectiveness of current programs and recommend changes as needed; provide long-term redevelopment planning; may act as treasurer of the Business Development Corporation of Provo; prepare and submit a timely Economic Development Division and Redevelopment Agency budget; monitor and approve purchase orders and expenditures; 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 addressing current City needs and trends; as required, host meetings, seminars, tours, luncheons, and other activities to educate and disseminate economic development information; conduct meetings including the Redevelopment Agency Executive Committee meeting; provide long-term planning for Redevelopment Agency; ensure appropriate documentation of Redevelopment Agency activities; assist in installing and maintaining financial assistance programs to encourage local business expansion; as directed, participate with various state economic development organizations and national/international trade associations; maintain cooperative working relationships with City departments, City Council, and local businesses and organizations; act as redevelopment staff representative to City Council; as needed, attend commission and board 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 reviews 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, Economics, or closely related field and 5 years of professional experience in economic development, redevelopment, or related field **OR** Master's degree in one of the above and 4 years of experience **OR** an equivalent combination of job-related education and 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 economic development, redevelopment, and public and private finance; business practices including retailing and marketing; basic accounting terminology and procedures; budget preparation; administrative processes; economic development project administration; 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:*** using oral and written communication; managing work; using interpersonal relations as applied to supervision of personnel and contact with various public officials and representatives of outside agencies, businesses, and industries; practicing trust-building behaviors. ***Ability to:*** stay current on economic nation-wide trends and economic development and redevelopment 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 periods, some physical on-site inspections and travel, and other varied job-related physical activities.

ENVIRONMENTAL FACTORS: Work is primarily performed in an environmentally controlled building; includes some site visits and exposure to hazardous construction areas. 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. Occasional to frequent exposure to adverse weather conditions.

Bell Peperone

Department Director

Oct. 30, 2024

Date

M. Kaufman

Mayor/Chief Administrative Officer

Oct 31, 2024

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