



# Economic Development Director Lehi City, Utah





*Lehi, Utah's Economic Development Director position offers candidates the opportunity to further their career in a vibrant, dynamic community located in the heart of one of the fastest growing areas in the country.*

## The Community

Located at the heart of the Wasatch Front, Lehi is just 23 miles south of Salt Lake City and 12 miles north of Provo. Lehi covers a large geographic area, 26.6 square miles, and is only 35 percent built out. As one of the fastest growing cities in the country, the City is currently home to over 50,000 residents, with a population that has grown 150 percent since 2000, and an average of over 50 residential building permits issued each month.

Lehi is a beautiful place to live and work. Utah Lake is located just to the south, with the picturesque Jordan River running through the City on its way to emptying into the Great Salt Lake. Lehi is surrounded by the Wasatch Mountains on the east and the White Mountains and Oquirrh Mountains on the west, providing easy access to many outdoor activities including hiking, mountain biking, fishing, camping, skiing, and hunting.

In addition to its incredible outdoor opportunities, Lehi is also home to Thanksgiving Point, a unique destination providing entertainment options, botanical gardens, and family activities. Lehi is a part of the Salt Lake City and Provo metropolitan areas, providing a close vicinity to high-end cultural activities, professional and collegiate sports, shopping, and restaurants.



Lehi has quickly become one of the premier locations for primary employers in the intermountain west. As part of Utah's "Silicon Slopes," Lehi is home to Adobe, Microsoft, IM Flash, SirsiDynix, Vivint, Xactware, Blender Bottle, Oracle, and several other major companies. The City also has a diverse selection of retailers and restaurants, including Cabela's and the Outlets at Traverse Mountain (home to over 50 high-end retailers).

Despite its rapid growth, Lehi continues to be one of the safest cities in America. Lehi maintains a low crime rate of approximately 17 crimes per 1,000 population and was recently recognized by Neighborhood Scout as the 88th on the annual top 100 safest cities list.

At the heart of the Wasatch Front, Lehi City contains a variety of housing types. Lehi is just a short 25 minute drive from downtown Salt Lake City, which provides a dynamic urban setting. There are also multiple rural properties along with large-lot and small-lot single family homes in and around the Lehi area. At its core, Lehi is a suburban community with scores of beautiful, new homes. With multiple public parks, a full-service public recreation center, indoor and outdoor public pools, nine elementary schools, two junior high schools, and two high schools, Lehi is an ideal place to raise a family.



## The Organization

Lehi City has a six-member council form of government, with the elected leadership consisting of a mayor and five council members. The City Council is responsible for policy making and is vested with legislative authority. The Mayor is the chief executive officer of the City. An appointed city administrator is in charge of the day-to-day operations of the City.

The City has approximately 380 FTEs, and a total municipal budget of over \$138 million. The City provides a full range of services, including police and fire/EMS, streets and park maintenance, commercial and residential permitting and building inspection, and power. Lehi also provides a wide variety of recreational and cultural programs including a library, senior center, recreation center, aquatics, museum, and a literacy center.

## The Position

As a member of the City's senior executive staff, the Economic Development Director is responsible for planning, organizing, directing, and coordinating city-wide economic development. In particular, the City is seeking an economic development professional with proven ability to create and execute a comprehensive economic development plan. As a senior executive in the City, the Economic Development Director will be expected to give regular advice as a subject matter expert to city administration and the city council.

The City is seeking a person with demonstrated ability in economic redevelopment. Redevelopment experience is vital as the new Economic Development Director will be charged with creating and implementing a plan to redevelop and revitalize the City's downtown corridor. The position is responsible for conducting studies to determine blighted areas of the City in order to establish redevelopment areas. The position also represents the Lehi Redevelopment Agency at meetings with developers, other governmental agencies, and financial organizations.

The Economic Development Director is expected to generate and nurture professional working relationships with private developers, realtors, business leaders, banking and financial leaders, fellow economic development professionals, professional and trade associations, state and local government leaders, the Lehi Chamber of Commerce, and other community leaders. As such, this position participates as the City's representative to the Lehi Chamber of Commerce and occupies a position on the chamber's board.

The Economic Development Director is responsible for a wide range of business attraction and retention activities. This includes identifying and hosting interested businesses and other parties on tours of the City, marketing the City by preparing appropriate promotional materials and presentations, and working with City staff to create public relation materials and programs that promote a positive image of Lehi City. To further business attraction activities, this position is also the City's representative to the Utah Economic Development Corporation. The position also works with existing Lehi businesses to identify and implement ways that the City can help those businesses succeed.

The new Economic Development Director will monitor locations in the City for possible land acquisition by the City. The position

is responsible for negotiating and helping to prepare contracts for the purchase of real property. The position is also responsible for monitoring possible buyers of City property and managing City rental properties.

## Qualifications

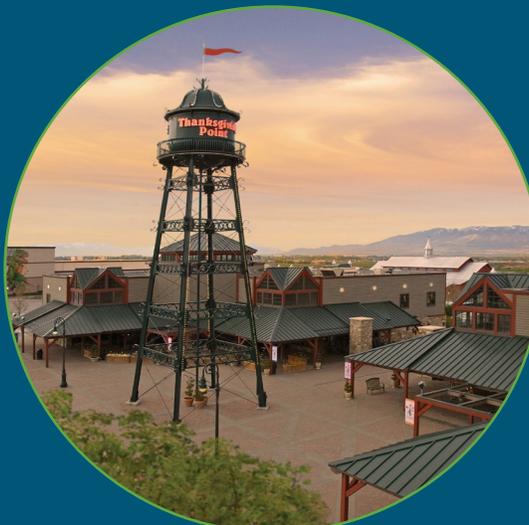
Qualified candidates must have graduated from an accredited college or university with a bachelor's degree in business administration, public administration, city planning, finance or a related field. In addition, qualified candidates must have five (5) years of progressively responsible experience related to the position. An equivalent combination of education and experience will be considered.

Additionally, qualified candidates must have thorough knowledge in the following areas:

- Redevelopment laws and processes;
- Principles of economic development, accounting, finance, and real estate practices;
- Local government revenue sources and tax increment financing;
- Principles and practices related to local government planning and zoning;
- Local government structure and operations, including budgetary procedures and fiscal management;
- Research methodology, statistical analysis, and evaluation of research data;
- Interpersonal communication skills, creative problem solving processes, and facilitation skills;
- The interrelationship between various types of local government and agencies, state government, and the private sector.

Required knowledge, skills, and abilities include:

- Relationship building and cooperative problem solving;
- Oral and written communication, public relations, and the delivery of public presentations;
- Word processing, spreadsheets, and desktop publishing applications;
- Planning and organizing of comprehensive economic development, redevelopment, and property acquisition projects;



- Facilitating problem solving processes with local businesses, school districts, potential industries, and elected officials;
- Preparation and presentation of technical reports;
- Establishing and maintaining effective relationships with coworkers, other government entities, the public, and elected officials;
- Negotiating effectively with property owners and/or developers concerning agreements that can have substantial financial implications.

## Compensation

The starting annual salary for this position is \$73,593 to \$110,390, depending on the qualifications of the selected candidate. The City also provides competitive employee benefits including:

- Payment into the Utah Retirement System (or in a 457 deferred compensation plan, if eligible for exempt status from URS);
- Insurance coverage for employee and dependents, including medical, dental, and vision (City currently pays 100 percent of premiums);
- Employee group life insurance;
- 13 paid holidays;
- Vacation and sick leave;
- 4/10 work week.



## How to Apply

Each applicant is required to turn in a Lehi City application, a letter of interest, copies of applicable certifications, and a separate resume to:

Human Resources  
153 North 100 East  
Lehi, Utah 84043

Required application materials may also be submitted electronically to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). Only applications that meet the requirements and qualifications listed above will be considered.

The selection schedule will proceed as follows:

- Application deadline: Thursday, August 4, 2016 (6:00 PM MST)
- Preliminary interviews: Wednesday, August 17, 2016
- Final interviews: Wednesday, September 7, 2016

These dates are confirmed, and it is recommended that applicants plan their calendars accordingly.

A complete list of essential functions and minimum requirements of this position, as well as required application forms, may be obtained from Human Resources by emailing [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov) or on the City's website ([www.lehi-ut.gov](http://www.lehi-ut.gov)).

The City will provide reasonable accommodations for any applicant during the examination and selection process. Applicants with special needs may call (385) 201-2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability.

