

# Economic Development Director

DEPT: Economic Development  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Officials/Admin



## POSITION SUMMARY

Performs a variety of **professional, administrative and technical duties** related to planning, organizing, directing and coordinating city-wide economic development. Develops the city's economic base, including business retention and the building of commercial, industrial and retail sites within the community. Administers the city's redevelopment programs and initiatives and coordinates the purchase of real property. This position is designated as at-will.

## SUPERVISION RECEIVED

Works under the general guidance and direction of the City Administrator, or as otherwise designated.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Coordinates and monitors, on behalf of the city, all economic development/redevelopment programs with developers, contractors, property owners and other interested parties.

Oversees and implements the city's long-term economic development strategic plan; generates and nurtures professional working relationships with private developers, realtors, business leaders, banking and financial leaders, economic development professionals, professional and trade associations, state and local government leaders, the Lehi Area Chamber of Commerce and other community leaders.

Participates as the city's representative with the Lehi Area Chamber of Commerce and occupies a position on the Chamber Board.

Maintains files of all potential economic developers with whom contracts are made and all potential economic development property in the city.

Hosts clients, provides tours of the city, and matches up appropriate interested parties for development projects, i.e., Micon, Adobe, Exact Ware, Outlet Mall, etc.; markets Lehi City by preparing appropriate information for presentations to potential developers and designing and implementing public relations programs promoting a positive image of the city.

Generates specific studies and reports, including statistical information pertinent to current economic development/redevelopment needs and trends in the city.

Participates as the city's representative with the Utah Economic Development Corporation (EDC Utah) and stays abreast of current trends and methods of economic development.

Maintains constant communication with Mayor, City Council, City Administrator and staff to keep them informed of current economic development/redevelopment matters; promotes new development programs and arranges and facilitates creative financing packages.

Represents the Lehi Redevelopment Agency at all required meetings with developers, citizen groups, other governmental agencies, financiers, etc.

Prepares all federal, state and local economic development and redevelopment reports.

Manages the work of economic development/redevelopment consultants and associated projects and contracts.

Conducts studies to determine blighted areas of the city in order to establish redevelopment areas; negotiates and prepares contracts for the purchase of real property, property development and other business.

Monitors locations within the city for possible land acquisition by the city; seeks possible buyers or renters for city properties; monitors status of renters regarding payments and makes decisions related to retention of rental agreements.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

## 1. Education and Experience:

A. Graduation from college with a bachelor's degree in public administration, business administration, finance, planning or a closely related field;

AND

B. Five (5) years of progressively responsible experience performing above or related duties

OR

C. An equivalent combination of education and experience.

## 2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of State Redevelopment and agency laws and processes including URA, EDA and CDA's; local government revenue options and taxation, tax rebate programs and tax increment financing; principles and practices related to local government planning and zoning; local government structure and operations, including the budgetary procedures and fiscal management; research methodology, statistical analysis and evaluation of research data; land use, zoning, federal, state, and local laws; interpersonal communication skills, creative problem solving processes and facilitation skills; the interrelationships between various types of local governments and agencies. **Working knowledge** of principles of economic development, redevelopment, accounting, finance and real estate practices.

**Skill** in the art of diplomacy and cooperative problem solving; in public relations and the delivery of public presentations; skill in the use of computer software, including word processing, spreadsheets and desktop publishing applications

**Ability** to plan and organize comprehensive property acquisition projects; facilitate problem solving processes with local businesses, school districts, potential industries and elected officials; manage city financial resources; prepare and present technical reports; communicate effectively verbally and in writing; establish and maintain effective relationship with coworkers, other government entities, the public, and elected officials; negotiate effectively with property owners and/or developers concerning agreements that can have substantial financial implications.

## 3. Special Qualifications:

Must possess a valid State of Utah driver's license. Within 18 months of hire, may be required to become an International Economic Development Council (IEDC) Certified Economic Developer.

## 4. Work Environment:

Great mental effort is required daily; exposure to stressful situations due to high interaction levels with the public and exposure to deadlines. Typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Periodic walking, standing, stooping, sitting, reaching required in the normal course of performing essential duties. Talking, hearing and seeing essential to effective performance on the job. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Physical on-site visits to properties, raw land, buildings, and construction.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions 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, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)