



## Economic Development / Project Manager

Department: **Town Manager** Class Code: **27**  
Reports to: **Town Manager** FLSA Status: **Exempt**

**GENERAL PURPOSE:** Under limited supervision, performs various professional economic development and project management duties.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### **Economic Development:**

- With a licensed broker, develop strategies for the Town's Industrial Park or any other Town owned property or development. Options should include lease vs. rented space and strategies should include incentives for broker such as number of jobs created, lease terms and infrastructure improvements.
- Perform economic development and support to broaden the Town's retail, commercial, and industrial base; initiate planning, research and marketing efforts to attract new industries to the Town and assist existing ones in expansion or retention efforts.
- Develop printed and electronic materials and other resources for economic development / developers.
- In conjunction with software from APS or other source(s), develop and maintain files, records, databases and other reference materials used to recruit and retain businesses, including land/building databases, business trends, calculating economic statistics, infrastructure and parcel maps, demographic profiles and related activities.
- Attend various trade shows/conferences that enhance Chino Valley's visibility or serve as an opportunity for recruiting businesses
- Develop partnerships / relationships with key stakeholders across a spectrum of community organizations to include Chino Valley Area Chamber of Commerce, Area Chambers of Commerce, Greater Prescott Region Economic Partnership, Prescott Valley Economic Development Foundation, and other applicable local economic development agencies / individuals.
- Make presentations to boards, commissions, Town Council, civic groups, and general public as assigned.

#### **Project Management:**

- At the direction of the Manager, research assigned problems or issues, analyze findings, develop reports and recommendations, and present findings to relevant staff.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to recommend quality seamless customer service.
- Administer a variety of specialized departmental or Town-wide activities or programs which may include preparing Requests for Proposals and /or bids, or conducting studies.
- Research for special projects, including developing press releases, preparing reports.

## **JOB DESCRIPTION**

## **Economic Development / Project Manager**

- Serve as a liaison between the departments / programs and Manager's office or other departments.
- Negotiate lease agreements for various Town facilities.
- On behalf of the Town, coordinate and conduct citizen group meetings and complete follow-up activities.
- Writes or assists departments with the writing and submission of grants, providing statistical or analytical information for submittal. If needed, assists in the grant reporting cycle.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in economics, marketing, urban and regional planning, public or business administration or closely related field, and three plus years of professional work in rural economic or industrial development. Certified Economic Developer designation preferred but not required.

#### **Required Licenses or Certifications:**

Possession of a valid driver's license.

#### **Required Knowledge of:**

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- Principles and practices of municipal planning.
- Principles and practices of project management.
- Research methods and report preparation techniques.
- Municipal government.
- State laws regarding open meetings, public records and records management.
- Uses and applications of personal computers and various software applications.

#### **Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public. Ability to build effective work relationships.
- Create and deliver comprehensive presentations to individuals and groups.
- Strong and effective communicate skills, both orally and in writing.
- Strong project management skills.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_