

COMMUNITY: City of Eloy
POSITION: Economic Development Manager
Job Code 3013
ANNUAL \$65,385 - \$101,346
DEADLINE: Open until filled; 1st Review: 03/25/2022



Summary: Under limited supervision, performs various professional economic development and project management duties. General responsibilities include coordinating and implementing projects and programs that support new commercial, office and industrial business attraction; industrial retention and expansion; workforce development initiatives and other related economic development programs or projects.

Essential Job Functions: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. This job description provides a 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.*

- Performs economic development and support work to expand the City's retail, commercial, and industrial employment base; including small business development initiatives.
- Supports the Community Development Director representing the City of Eloy on economic development related boards and committees; researches and prepares reports/presentations/data on economic development and redevelopment/revitalization activities advisory boards/commissions (i.e. Revitalization Commission), and City Council;
- Works closely and develops strategic partnerships/relationships with key stakeholders and local economic development agencies/individuals across a spectrum of community organizations/businesses - i.e. Pinal County, Arizona Commerce Authority, Pinal Partnership, real estate brokers and others;
- Maintains a positive relationship and partnership with the Eloy Chamber of Commerce, and other area Chambers of Commerce;
- Makes contact and builds relationships with prospects, consultants, company decision makers, landowners, real estate developers and media information sources; and coordinates with the Eloy Chamber of Commerce to strengthen relationships with local employers;
- May serve as a City liaison to citizen committees, non-profit organizations, special interest groups and neighborhood groups focused on economic development issues; and makes contact, conducts meetings and assists in presentations to such groups, as assigned;
- Evaluates the impact of expansion and new business location projects utilizing cost/benefit analysis, including estimating direct, indirect and induced multiplier factors;
- Reviews and analyzes projects in relation to financial sustainability and works with the Community Development Director and others to evaluate financial incentive packages related to economic development activity;
- Assists potential new business in site selection; coordinates key activities with all City departments to facilitate the location process;
- Has a working understanding of related community development components including planning, zoning, public works, utilities, etc.;
- Updates, designs and edits a variety of promotional/marketing materials for the purposes of business attraction and retention, developer and site selector interest, and community promotion;

- Develops strategies for any City owned property or development. Options should include lease vs. rented space and strategies should include incentives based on overall employment and financial impact;
- Develops and maintains files, records, databases and other reference materials related to regional and community demographics used to recruit and retain businesses, including land/building databases, business trends, calculating economic statistics, infrastructure and parcel maps, demographic profiles and related activities;
- Attends various trade shows/conferences that enhance Eloy's visibility or serve as an opportunity for recruiting businesses;
- Makes presentations to boards, commissions, City Council, civic groups, and general public as assigned;
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to recommend quality seamless customer service;
- Administers a variety of specialized departmental or City-wide activities or programs which may including preparing and conducting Requests for Proposals and/or bid processes, or conducting studies;
- Researches special projects, including developing press releases, preparing reports;
- Serves as a liaison between the departments / programs representing the Community Development Director;
- When necessary, or applicable, will coordinate and conduct citizen group meetings and complete follow-up activities related to development activities or projects;
- Assists with the writing and submission of grants, providing statistical or analytical information for submittal;
- Responds to requests for information primarily from business prospects and economic development partners;
- Performs other duties as assigned or required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, procedures and strategies of economic development in a government environment, demographic and economic trends, and forecasting.
- Marketing and research methods, principles and procedures.
- Statistical and financial analyses and presentation.
- Computer software and applications related to database development and maintenance and report and presentation preparation.
- Project administration.
- Customer service principles.
- Knowledge of municipal organizations, operations, policies and procedures.

Skills required:

- Planning, organizing, preparing, and presenting reports and studies.
- Problem solving and decision making.
- Research, analysis, and the preparation of recommendations to the Director.
- Group facilitation and presentation.
- Experience in computer application software including MS Office in the preparation of professional documents, spreadsheets, data base applications and presentation applications.

- Strong interpersonal skills as applied to interaction with co-workers, directors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Excellent communication skills, both verbal and written.

Minimum Qualifications:

Bachelor's Degree from an accredited college or university with course work in economic development, urban planning, marketing, public or business administration, finance or a related field. One to two years of experience with an economic development entity, marketing, business attraction and/or development research, community development (planning and zoning), and/or a related field.

AZED PRO Certification from the Arizona Association for Economic Development shall be maintained, or the ability to obtain certification within one-year of employment. Experience in marketing, brand development and promotional material creation a plus. Any equivalent combination of education, training and experience may qualify for this position.

Must maintain a valid State of Arizona driver's license.

TO APPLY ONLINE:

In order to apply for this position, you will have to fill out a City of Eloy application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: <http://www.elayaz.gov>

Experience is highly desired for all positions. The City of Eloy conducts background screening and may conduct drug screenings on prospective employees (dependent on position). The City does not hire at the top of the pay range. Candidates may start above the beginning of the pay range depending on qualifications. The City of Eloy is an EOE/AA Employer.