## ECONOMIC DEVELOPMENT PROGRAM MANAGER

***This recruitment is open until the position is filled.***

***First review of applications will occur on April 5, 2024.***

The City of Tempe Economic Development Department is recruiting a new Program Manager to join our team!

As an Economic Development Program Manager, you will play a pivotal role in leading and executing strategies that fuel Tempe's economic prosperity. You'll be at the forefront of implementing innovative programs, attracting investments, and driving sustainable development in a city known for its rich culture, cutting-edge technology, and vibrant lifestyle.  Tempe provides a unique opportunity for economic development professionals as the city is primarily built-out.  This provides an exciting opportunity to work on redevelopment/infill projects, and to be a key player that invigorates Tempe’s diverse community with renewed energy and vitality.

If you are passionate about driving economic growth, fostering innovation, and shaping the future of a dynamic community, please apply!

**Annual Salary Range:**

$91,653 - $122,357

**The City of Tempe offers a comprehensive benefits package including:**

* Pay Increases occur in July
* 13 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
* Vacation Accrual; starts at 9.33 hours/month
* Sick Leave Accrual; 8 hours/month
* Medical, Dental and Vision Benefits
* Wellness Program Discount on health premiums
* Medical Reimbursement Program; $53/month
* Tuition Reimbursement; $6,000/year
* Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.29% which includes a Long-Term Disability benefit
* Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution

To view the employee benefit summary, please visit:

[Employee Benefit Summary](https://www.tempe.gov/government/human-resources/careers/employee-benefits)

**Department / Division:**

Economic Development

**Job Type**:

Full-Time Regular

*\*\*This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.*

**Schedule:**

Monday – Friday

8:00 a.m. – 5:00 p.m.

*Requires occasional work after hours and evening meetings/events*

**Job Number:**

RC#902040

**MINIMUM QUALIFICATIONS**

**Work Experience:**

Requires Five (5) years of experience in urban economic development, infrastructure development, commercial development, transportation development, workforce development, and/or business assistance.

*Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year).  The sum of an applicant’s full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

Requires the equivalent to a bachelor's degree in economic development, urban planning, public administration, business administration, or a degree related to the core functions of the position.

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

* Possession of a valid driver’s license.

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

* Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](https://www.tempe.gov/government/human-resources/careers/job-descriptions)

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are part of the Confidential Non-Supervisory group (CNS).

**EQUAL EMPLOYMENT OPPORTUNITY*:*** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*