## ECONOMIC DEVELOPMENT SPECIALIST

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

***Applications will be reviewed every two weeks.***

**Annual Salary Range:**

$74,156 - $98,998

**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:**

Economic Development

**Job Type**:

Full-Time Regular

**Schedule:**

Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional evenings/weekends for special meetings and/or events.

**Job Number:**

RC#902046

**DESCRIPTION**

The Economic Development Specialist will coordinate, direct, and implement programs and projects that support a broad range of economic development initiatives and projects.

Duties include, but are not limited to the following:

* Performs economic development and support work to implement the City's ongoing policy of broadening its retail, commercial, and industrial base through planning, research, and marketing efforts to attract new industries and businesses to the City and assist existing ones to expand.
* Coordinates and/or participates in the gathering of data on economic and fiscal trends, land, buildings, infrastructure, tourism issues, workforce and labor and contributes to the collection and creation of department research reports and performance measurements.
* Develops, implements, monitors and reports on progress for programs under area of assigned focus within the department's economic development annual plan and strategic plan.
* Monitors contracts and, if necessary, identifies issues and suggest possible remedies.
* Promotes the advantages of Tempe as a location for immediate or future development or expansion and serves as an advocate for local existing business.

**MINIMUM QUALIFICATIONS**

**Work Experience:**

Requires three (3) years of experience in economic development environment, commercial leasing, real estate contract negotiation, business assistance, marketing, financial feasibility / economic impact analysis or a directly related field preferably in a municipal setting.

*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).*

**Certification, 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 – 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.*