



## City of Irving Job Description

### Economic Development Project Administrator

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Office of Economic Development
<b>Job Code:</b>	22101	<b>Reports To (Job Title):</b>	Assistant City Manager

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#### PURPOSE

To facilitate and lead the implementation of development and redevelopment projects and/or functions from conception to completion; further, to perform highly responsible managerial work involving assessing, estimating, developing, coordinating, managing, planning, and oversight of development and revitalization projects. This position will provide leadership for and participate in special projects, initiatives and activities, proactively seeking solutions to various municipal issues and serving as a vital link between divisions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Plan, implement, administer, and monitor City development and redevelopment projects and programs, including long-term strategies, financial administration and contract compliance.
- Review and perform preparation associated with development and redevelopment plans and amendments.
- As assigned, develop and administer division budget.
- Monitor the work of and provide direction to professional and technical consultants, contractors, as well as, other City staff assigned to teams and projects.
- Facilitate research, analysis, and make recommendations of tasks related to capital improvement and public/private development projects associated with development and redevelopment; Develop and analyze feasibility and funding options for specific projects; determine and maintain project plans, scope of work, anticipated timelines, assessment of risks and opportunities and project allotment of available resources.
- Review legal agreements associated with economic development projects for accuracy, completeness, and compliance with requirements.
- Participate in negotiations related to development and redevelopment projects with potential development partners, business owners, and developers of real properties.
- Create incentive agreements based on project parameters and balance document preparation needs with lead times required to ensure optimal efficiency and project demands; Review information on companies and their officers and inputs relevant information into appropriate databases.
- Act as the City's representative and liaison on relevant topics, which includes responding to questions and comments from the public in a courteous and timely manner, collaborating with involved parties to reach resolutions on identified issues, speaking in public, and making public presentations.
- Recommend policies, standard operating procedures, requirements, and instructions that result in achievement of successful programs.
- Coordinate deliverables and tracking mechanisms with project stakeholders.
- Serve as a staff liaison to various committees, boards, and commissions as appropriate; Attend and participate in conferences, meetings, seminars, and workshops, presenting material as necessary.

## **OTHER DUTIES AND RESPONSIBILITIES**

- At times, may attend evening or weekend meetings.
- Perform related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position will monitor and analyze the city-wide tax base as needed to carry out duties. In addition, it may have expenditure management authority over project budgets as assigned.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- A Master's in Public Administration, Public Policy, Business Administration, Urban Planning or another related field of study; or
- An equivalent qualification, such as a Bachelor's in a related field of study *and* two (2) years of additional experience.

### **EXPERIENCE**

- Five (5) years of relevant experience, with two (2) years of project management experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, is required.
- A Certified Economic Developer (CEcD) credential would be beneficial.

## **KNOWLEDGE OF**

- **Statistical Principles:** Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- **Applied and Advanced Math:** Concepts such as fractions, percentages, ratios, and proportions; also, mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- **Administration and Management:** Principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.
- **Contract Management:** Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- **Economics:** Principles and practices of the financial markets, banking and the analysis and reporting of economic data.
- **Public Policy:** Policies, operations, and processes at the local, state, and national levels, which especially includes Economic Development, Real Estate, and local government tax and finance.
- **English Language:** The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- **Office Software:** Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- **Planning:** sensing the environment and setting goals and objectives.
- **Solution Appraisal:** Observing and evaluating the outcomes of a problem solution to identify lessons.
- **System Evaluation:** Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- **Maintaining Current Knowledge:** Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- **Reporting:** Researching, analyzing, and compiling data and preparing concise documents.
- **Policy Development & Operational Assessment:** Evaluating existing and potential processes for effectiveness and efficiency, analyzing and improving programs, and contributing to policy development.
- **Project System Ability:** Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- **Active Learning:** Working with new material or information to grasp its implications.
- **Active Listening:** Listening to what others are saying and asking questions as appropriate.
- **Flexible Coordination:** Adjusting actions in relation to those of others; adapting to changing work roles.
- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Technical Reasoning:** Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.

- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- Project Management: Formulating project plans that efficiently meet defined project goals.
- Service Orientation: Actively looking for ways to help people.
- Training and Direction: Effectively guiding and critiquing adult learners.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Negotiation: Bringing others together to reconcile differences.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Internally, this position will engage with City staff at all levels of the organization regarding complex material. As necessary, it may present to (members of) the Executive Team, or, as requested, the Council.

Outside Contacts: Occasional public and media contact, clearly representing the total organization as a whole; high frequency of outside contacts with highly varied groups which may involve difficult interactions that require persuasion and negotiations.

## **EQUIPMENT AND PROPERTY**

This position utilizes standard office equipment, which will include a computer/laptop.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

A complete range of movement/activity is required in the position including but not limited to: balancing, carrying, climbing, crawling, driving a vehicle, grasping/handling/feeling, kneeling, lifting (up to 10 lbs.), listening, pulling or pushing, reaching, running, seeing, sitting, standing, stooping, talking, walking, etc.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Most work takes place in a typical office environment, in which the noise level is mostly low; however, site visits and off-site meetings will require some variation in work environment, exposure to allergens and different climates, as well as, moderate noise levels.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.