



## EMPLOYMENT OPPORTUNITY

### **ECONOMIC DEVELOPMENT ADMINISTRATOR**

#### **Community and Economic Development**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

**This position is contingent on the adoption of the FY2022 Budget, this position will be considered a full-time budgeted position effective July 1, 2021 upon approval from the City Council.**

#### **POSITION SUMMARY**

Provides a high level of support to the Department Director and Deputy Director in administering the programs and activities which may include project origination, project formation, implementation of projects to complete strategic economic development mission of the City with an emphasis on tax base growth. Manage and coordinate the programs, budgets, and activities of assigned programs. Receives direction from the CED department director and/or deputy director.

#### **EXPERIENCE AND TRAINING STANDARDS**

Requires six years of increasingly responsible experience in community or economic development. Training equivalent to or a bachelor's degree from an accredited college or university with major course work in organizational development, business, public administration with emphasis in math or statistics or a related field. A Master's degree and is desirable. Certified Economic Development Professional required. Experience as demonstrated by project portfolio may be submitted as acceptable alternatives to educational background. Possession of or ability to obtain a valid Utah driver's license.

#### **NIMS REQUIRED TRAINING**

Employee will be required to complete NIMS IS100, IS200, ICS300, ICS400, IS700, IS800, IS701, IS702, IS703, IS704, IS706, IS775, IS814, IEMC course(s), and position specific ICS courses based on assignment within two years of hire.

**Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.**

#### **ESSENTIAL JOB FUNCTIONS**

- Participate in the development and implementation of goals, policies, and priorities for departmental programs.
- Organizes and presents information for management review, including on-going comprehensive reports with organizational improvement recommendations or changes needed to reach current and future department goals.

- Analyzes trends and conditions that will impact economic development and recommend necessary strategic modification to take advantage of those trends and conditions. Identifies areas of opportunity and weakness to improve the competitiveness of Ogden City.
- Recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staffing levels.
- Coordinate the work plan for the Department of Community and Economic Development and Redevelopment Agency.
- Meet with staff to resolve problems.
- Participate in the development and administration of the department's and the Redevelopment Agency's annual budget.
- Direct the forecast of funds needed for staffing, equipment, materials, and supplies.
- Monitor and approve expenditures and implement adjustments.
- Participate in professional group meetings; stay abreast of new trends and innovations in the field of community & economic development and redevelopment.
- Review work products, methods, and procedures.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### *Knowledge, skills, abilities:*

- Operational characteristics, services and activities of community and economic development programs.
- Strong understanding of best practices in economic development. Must be able to apply understanding in a manner that best responds to the economic environment.
- Statutory requirements governing redevelopment agencies.
- Demonstrated ability to work with a concept and produce a definitive product and to work on several projects simultaneously. Management skills to analyze programs, policies, and operational needs.
- Ability to successfully negotiate and resolve high level, multi-agency business development issues.
- Principles and practices of program development and administration.
- Analytical skills with creative problem-solving; persuasive argument abilities.
- Prepare clear and concise administrative and financial reports.
- Ability to effectively negotiate and collaborate with multiple stakeholders.
- Ability to understand and implement technical documents, planning documents, and strategic plans.
- Analyze problems, identify alternative solutions.
- Project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Ability to communicate effectively both orally and in writing, and build consensus with individuals of diverse backgrounds, including individuals within racial, ethnic, and socioeconomical diverse communities with varied organizational needs and differing priorities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must be able to effectively present in front of diverse groups, boards, Mayor's office, and City Council. Ability to work cooperatively with representatives of public and private agencies.
- Maintain effective audio-visual discrimination and perception needed for: making observations; reading and writing; communicating with others; operating assigned equipment as required by the position.
- Maintain mental capacity which allows the capability of making sound decisions, demonstrating intellectual capabilities.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

## **WORKING CONDITIONS**

*The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is frequently required to sit, walk, and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs. Considerable exposure to stressful situations and stress because of human behavior and various responsibilities.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

## **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

## **EDUCATION REQUIREMENT**

Successful applicant must submit a copy of above education requirements when requested.

## **VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

## **SALARY RANGE**

\$3,118.65 to \$4,677.97 (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

**APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADAAA**

**May 6, 2021**