



TOWN OF GILBERT
invites applications for the position of:

Redevelopment Specialist

An Equal Opportunity Employer

SALARY: \$61,079.14 - \$91,618.71 Annually

OPENING DATE: 01/12/21

CLOSING DATE: Continuous

WE ARE TEAM GILBERT:

Gilbert, AZ is one of the fastest growing communities in the United States. We are the 5th largest city in Arizona, the 85th largest in the U.S., and has been named the #1 Safest City in Arizona, the 3rd Most Livable City in the U.S., as well as one of Arizona's Most Admired Companies to Work For.

But there is more work to be done!

Come be a part of the team tasked with making Gilbert the City of the Future! Team Gilbert is focused on keeping the thriving community that Gilbert is today well into the future. Stagnation isn't an option, we choose our mission to: Anticipate, Create, Help people. This means that we anticipate change, create solutions, and help people and businesses.

Team Gilbert is a high-performing, collaborative team of innovators whose work makes our community better every day. We hire people who share our aspiration to be driven, kind, bold, and humble.

Join Team Gilbert, not just in choosing the future, but creating it: <https://youtu.be/GEQEgVPku9I>

WE ARE SEEKING:

The Redevelopment Specialist will serve as the liaison to the Heritage District maintaining and enhancing successful implementation of on-going efforts with Heritage District merchants, land owners, residents and project managers. The individual in this role will support the execution of redevelopment activities in line with the 10-year redevelopment plan. Assist in the development and coordination of programs, research and activities designed to contribute to the redevelopment or revitalization of targeted areas of the community.

Additionally, the Redevelopment Specialist will work with the Economic Development Data Scientist to analyze data related to redevelopment trends, land, building inventory and infrastructure to understand the market and how local conditions can be adapted to meet the needs of the redevelopment areas. Coordinate with Engineering department on the development and implementation of capital improvement projects. Analyze and work with the Parks and Recreation department as well as the Tourism Administrator, and the Community Resources Program Supervisor to implement community and events programs. Analyze, implement and research programs and activities designed to contribute to the revitalization of the designated redevelopment areas.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES:

- Heritage District Liaison will investigate complaints and concerns from merchants, property owners as well as residents to coordinate with the appropriate divisions including code

- compliance and track follow-up to ensure resolution;
- Participate on interdepartmental project teams and with consultants involved in Capital Improvement Projects related to redevelopment;
 - Maintain clear and proactive communication with OED team members to coordinate line of service responsibilities and facilitate research on market trends;
 - Input and manage tickets, leads and project activity in the department CRM;
 - Facilitate Heritage District projects through the Town's planning and review process in coordination with appropriate departments;
 - Assist Economic Development Project Managers in business attraction and business retention activities within the redevelopment areas;
 - Work with Marketing and Communications Administrator to develop and implement Heritage District specific marketing, branding and related messaging;
 - Develop and maintain relationships with merchants, land owners, residents, developers, regional stakeholders and utility partners;
 - Assist with preparing correspondence, Redevelopment Commission agenda packets, management reports and City Council reports;
 - Prepare, coordinate and facilitate quarterly Morning Merchant meetings by identifying discussion topics and preparing presentation;
 - Initiate and support public, stakeholder and special group meetings to anticipate needs and create solutions;
 - Make recommendations as a member of the department team on needed changes to policies and procedures to improve service delivery;
 - Work with Data Scientist to maintain records and databases of downtown properties, employee count, pedestrian count and return on investment.

This position is an At-Will position and is FLSA Exempt – ineligible for overtime compensation.

ABOUT YOU:

At Team Gilbert, we hire outcome-oriented problem-solvers who love what they do! **Here are some position requirements of the Redevelopment Specialist:**

- Bachelor's Degree in Redevelopment, Urban Place Management, Urban and Long-Range Planning, Business, Public Administration, Communications, Economic Development, Marketing or a closely related field.
- 3 to 5 years of progressively responsible experience in urban place management, urban planning, business attraction, business retention and expansion, marketing, redevelopment/revitalization, tourism promotion or a related economic development line of service.
- Arizona Driver's License.

SKILL IN:

- Maintains clear and proactive communication with team members and the OED leadership in order to foster a team-oriented approach to work and assuring best in class service.
- Communication Skills: present findings or translate the data into an understandable document. Writes and speaks clearly, easily communicating complex ideas.
- Critical Thinking: looks at the numbers, trends, and data and comes to new conclusions based on the findings.
- Problem Solving: Evaluates the best method of research and coordinates with department management in exercising appropriate judgement in establishing priorities and resolving complex matters.
- Judgement/Decision Making: Considers relevant policies and/or relative costs and benefits of potential actions to choose the most appropriate one to recommend.
- Interpersonal Relationships: Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives for

other department, business owners, stakeholders, municipal leaders and outside organizations.

- Time Management: Establishes priorities for the completion of work in accordance with due dates and sound time-management methodology.
- Excellent skills in planning and organizing daily work routine and coordinating multiple projects and activities.

KNOWLEDGE OF:

- Thorough knowledge of principles and processes for providing excellent customer service, including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Microsoft Office products, Customer Relationship Management systems (CRM) and all other relevant office related software.

UP FOR THE CHALLENGE:

In addition to a competitive salary, Gilbert offers a comprehensive benefit package that includes self-funded medical and dental plans, life insurance, disability, pension, tuition reimbursement and more.

Join Team Gilbert and make an income while making an impact! If you are looking for an opportunity to make a visible contribution to our community, and get excited about doing interesting work that matters, then why not click that "Apply" button at the top there? We can't think of a better place to put your talents to work.

Let's get this adventure started!

First review of applications will take place on Tuesday, January 26, 2021. If enough applications are received the posting will close, otherwise the posting will be extended.

Gilbert provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://gilbertaz.gov/jobs>

Job #21-0093
 REDEVELOPMENT SPECIALIST
 PP

OUR OFFICE IS LOCATED AT:
 50 E. Civic Center Drive
 Gilbert, AZ 85296

HR@gilbertaz.gov

Committed to equal opportunity, reasonable accommodation, and a smoke free/drug free workplace. Gilbert will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Redevelopment Specialist Supplemental Questionnaire

- * 1. In the questions that follow, you will be asked for information about your work history, to include things such as dates of employment, names of employers and specific details of the work you did. In answer to questions asking you to describe your work experience, if you do not have that type of experience, enter "N/A". Answers provided in this supplemental questionnaire must be substantiated and verifiable in the employment history section of your application. Be aware that submitting a resume in lieu of

completing the employment history section of the application and failing to provide all the information requested in these supplemental questions will disqualify you from further consideration, so please be thorough in answering the questions. Please indicate whether or not you accept these terms by checking the appropriate response below.

- Yes
 No

- * 2. Do you have a Bachelor's Degree in Redevelopment, Urban Place Management, Urban and Long-Range Planning, Business, Public Administration, Communications, Economic Development, Marketing or a closely related field?
- Yes
 No
- * 3. Do you have 3 to 5 years of progressively responsible experience in urban place management, urban planning, business attraction, business retention and expansion, marketing, redevelopment/revitalization, tourism promotion or a related economic development line of service?
- Yes
 No
- * 4. Do you possess a **valid Arizona Driver's License**?
- Yes
 No
- * 5. Please describe your experience and role working on behalf of and for the following: downtown, main street, business improvement district, or town/city center. Provide specific examples of your accomplishments working in these environments.
- * 6. Please provide an example of a time when you successfully organized a diverse group of people to accomplish an initiative and explain the role you played.
- * 7. Please provide a specific example of a business program (not related to a marketing initiative or campaign) you developed and implemented that provided resources to support the growth and development of business.
- * 8. Do you have **experience with municipal planning and review processes**?
- Yes
 No
- * 9. If you indicated in the previous question you do have experience with municipal planning and review processes, please describe your experience in the space below. If not please enter N/A.
- * 10. Please describe a marketing campaign you designed specifically related to a downtown, main street, business improvement district, town/city center. Please be sure to describe the goals of the campaign, the target audience, and the outcome.
11. The following question is strictly confidential and will not be made part of your application for employment. Preference Status per Arizona Revised Statute 38-492 (select all that apply):
- Veteran
 Disabled Veteran

- Veteran's Spouse Surviving Spouse
- Disabled Person

* Required Question