

The **City of Mesa** is a great place to work! In addition to competitive salaries, the City also has a generous amount of other benefits available. For more information, please see our website: <http://mesaaz.gov/benefits/>

Economic Development Specialist
(Downtown Transformation Assignment)
(\$59,537.04 - \$88,566.40 Annually)

An Economic Development Specialist performs a wide variety of activities to attract new development opportunities and promote Mesa's value as a business location, generate qualified prospects, and improve the competitiveness of the community's business climate. An employee in this classification may also assist Economic Development Project Managers with more complex projects. An employee in this class also performs statistical comparisons and trend analysis to be used in marketing and promotional materials. This class performs related duties as required.

City Manager's Office (Downtown Transformation) Assignment:

An Economic Development Specialist performs a wide variety of activities to promote Downtown Mesa development and redevelopment opportunities, Downtown's value as a business location, development of the Downtown Innovation District, support Downtown property owners and retention and expansion of existing businesses. An employee in this classification will also assist the Downtown Transformation Manager and/or Economic Development Project Managers with more complex projects.

An Economic Development Specialist may research information, provide technical support, coordinate site visits, assist with research on existing Downtown businesses, manage data, prepare presentations, support business growth, and provide outreach to existing businesses. Work involves establishing and strengthening relationships with existing businesses and new business prospects; and providing information to existing businesses regarding the availability of assistance programs, including project management assistance. This position may serve as the main point of contact for downtown public parking management, including coordination with the Downtown Mesa Association and City of Mesa's Real Estate Division.

Incumbents exercise independence and initiative to complete assigned tasks. Supervision is received from the Downtown Transformation Manager who reviews and assigns work through conferences, meetings, and reports, and monitors results achieved. Functional supervision may be received from senior-level staff on more complex or large projects.

This class is FLSA exempt-administrative.

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's degree in Economic Development, Business or Public Administration, Marketing, Research, Analytics, Commercial Real Estate, or a related field.
- Two years of employment in a professional-level capacity in economic development or a related area.

Special Requirements:

- Must possess a valid Class D Arizona driver's license by hire date.

Preferred/Desirable Qualifications:

- Proficiency in the use of computer software programs (example: Word, Excel, PowerPoint, Access, Dbase, GIS, desktop publishing such as PhotoShop or InDesign) and the internet is preferred.
- Graduation from an accredited college or university with a Master's degree in Economic Development, Business or Public Administration, Commercial Real Estate, International Development, or a related field; membership in related professional organizations; the ability to speak a second language; and designation as a Certified Economic Developer (CEcD) are desirable.

City Manager's Office (Downtown Transformation) Assignment:

- Graduation from an accredited college or university with a Master's degree in Economic Development, Business or Public Administration, Commercial Real Estate, International Development, Planning, Real Estate Development, or a related field.
- Experience working in a downtown setting with multiple stakeholders, including business improvement districts, enhanced municipal services districts, and/or convention and visitor bureaus; contract negotiation and management; and grant writing.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

City of Mesa offers a competitive benefits package. A CITY OF MESA ONLINE APPLICATION IS REQUIRED. First review of applications will occur on 10/4/2021. For complete job description, requirements and online application form, please visit our web site at:

<https://www.governmentjobs.com/careers/mesaaz/jobs/3230570/economic-development-specialist?page=2&pagetype=jobOpportunitiesJobs>

City of Mesa is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.