

City of Tucson Economic Development Manager

OPPORTUNITY

The City of Tucson is seeking a highly motivated, results-oriented professional to lead a newly formed Economic Development Section of the City Manager's Office. The City is searching for an economic development executive who can strengthen Tucson's position as a desirable location for business development. The Manager will work closely with several other staff members in the City Manager's Office, in Planning and Development Services and other City Departments, as well as with the Mayor's Business Advocate, and will be the primary point of contact for external economic development agencies working in the region. The Economic Development Manager will oversee a small staff and report directly to the City Manager.

COMMUNITY PROFILE

With a population of 520,000, Tucson is the 2nd largest city in Arizona and the 33rd largest city in the country. The metropolitan area has a population of approximately one million residents, and is home to the University of Arizona, one of the top 15 research universities in the U.S., with expertise in optics and biosciences. Tucson boasts a vibrant and creative downtown, which is a major center for the creative arts, including opera, theater, dance, art galleries and museums, as well as a vibrant nightlife and live music scene. The Modern Streetcar is now under construction and will connect the University and downtown, providing an excellent economic development opportunity for Tucson. Tucsonans enjoy lifestyles built around the outdoors and live minutes from hundreds of breathtaking hiking and biking trails. Tucson is set in the Sonoran Desert surrounded by five mountain ranges and bordered on all sides by natural areas, including Saguaro National Park. Tucson has outstanding cuisine, world famous golf courses and high-end shopping. With a phenomenal diversity of neighborhoods and lifestyles, residents can live in modern downtown loft spaces, historic neighborhoods, or beautifully planned family communities.

- *Business Facilities* magazine has again named Tucson No. 6 on its list of the top 10 metro areas for aerospace/defense manufacturing (August 2011)
- Research firm Headlight, LLC, ranks Tucson No.2 Medium Metro on its list of "Best Performing Metros" (Summer 2011). The ranking is based on an analysis of employment trends from June to September 2011 to identify the U.S. metros that experienced the highest job growth rates.
- *Business Facilities* magazine states that Tucson is One of the top cities for surviving and thriving during the economic downturn (October 2009)
- *Time* rates Tucson as one of eight Intelligent Cities, noting ongoing city-wide water conservation efforts allowing use of household grey water, and building codes mandating water harvesting in new developments (February 2011).
- *Forbes* ranks Tucson as one of America's Most Innovative Cities (May 2010).
- *Sunset* ranks Tucson as one of its "20 Best Towns of the Future," (March 2010).

CITY ORGANIZATION

The City of Tucson operates with a Council-Manager form of government. The legislative body is comprised of the Mayor and six Council Members who are elected at-large. The legislative body establishes the policies for the city. The City Manager is selected by the Mayor and Council and functions as the chief executive officer, carrying out these policies and managing the municipal organization. The City Manager directs the organization of 5,000 staff with a Fiscal Year 2012 budget of \$1.3 billion. The City Manager is assisted by three Assistant City Managers, one of whom also serves as the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize, manage and direct the City of Tucson's economic development program, carry out initiatives, and complete projects.
- Coordinate with all internal and external stakeholders, and establish and maintain relationships with key business and economic development interests in the region.
- Execute the economic development policies of the Mayor and Council, including the Primary Jobs Incentive Program, along with other incentives and programs.
- Cultivate and strengthen the City's formal and informal partnerships with external organizations charged with implementing City and regional marketing, business recruitment, business retention, and business expansion efforts.
- Foster entrepreneurship and small business growth.
- Develop sector or cluster specific projects or initiatives that strengthen the City's economic base.
- Develop and coordinate the implementation of a strategic economic development plan that aligns with Mayor and Council direction and economic functions delegated to external organizations.
- Coordinate with other City departments and external organizations to communicate the City's initiatives and accomplishments in economic development to local, regional, national, and international audiences.
- Be the single point of contact for Tucson Regional Economic Opportunities on recruitment and expansion proposals to land firms to the City of Tucson, and facilitate recruitment and expansion leads that come directly to the City.
- Identify current processes and regulations that may hinder business establishment and development and work towards streamlining and simplifying.
- Work with key retail districts to identify strategies that would increase their vitality.
- Collaborate with the Mayor's Business Advocate and meet regularly to exchange information and coordinate efforts.
- Participate in established internal teams to coordinate large-scale development projects.
- Coordinate and oversee contracts with outside agencies associated with economic development.

QUALIFICATIONS

The ideal candidate will have demonstrated success as a seasoned and strong strategic leader in the economic development field and possess the following qualifications, skills and characteristics:

- Strong written and verbal communication skills, ability to maintain relationships with a broad range of diverse individuals and groups.

- Familiarity with economic development tools and incentives available at the local, state, and federal levels. The ideal candidate will have familiarity with economic development tools available within the State of Arizona.
- Experience creating or accessing economic development financing tools to accomplish catalytic programs or incentives.
- Experience with international trade and markets, especially Mexico.
- Personal characteristics of unquestioned integrity, a passion for excellence, a high energy level, sense of urgency; excellent listening skills, and a commitment to improving the quality of life for Tucsonans.
- Master's Degree in Business Administration, Public Administration or a related field preferred. At minimum, a Bachelor's degree in Business or Public Administration or a related field from an accredited college or university is required. Certified Economic Developer (CEcD) preferred.
- Three years proven experience in the economic development field or a closely related field is required with at least one year supervisory experience.
- Private sector experience working as a manager in manufacturing, development, technology, or related field, as is familiarity with how local government operates.

POSITION SPECIFICS

The position of Economic Development Manager is an appointed, non-Civil Service position. The salary grade range for this position is \$64,396 to \$108,160, with a hiring salary in the range of \$80,000 to \$95,000. The starting salary will be dependent upon the experience and qualifications of the successful candidate. The City of Tucson offers employees an excellent benefit package, including a defined benefit pension plan, deferred compensation, a voluntary 401(a) plan, health, dental and life insurance, and sick and vacation accruals.

APPLICATION AND SELECTION PROCESS

Application deadline is February 17, 2012. To apply, submit (via e-mail or mail) a cover letter, resume, and three work-related references to:

Yvonne Espino, Management Assistant
 City Manager's Office
 City of Tucson
 255 W. Alameda St.
 Tucson, Arizona 85726
 Tel: 520 837-4070
 E-mail: yvonne.espino@tucsonaz.gov
 Website: www.tucsonaz.gov

Resumes will be screened based on the criteria outlined in this document. Candidates with the most relevant qualifications will be invited to participate in an assessment panel of internal and external stakeholders. Final interviews will be conducted by the City Manager. Additional steps may be added to determine the finalists that are invited to interview with the City Manager. Onsite interviews are tentatively scheduled for the end of February. An offer of appointment is expected shortly thereafter following reference checks.

For additional information about this opportunity, please contact:
Chris Kaselemis, 520-837-6956 or chris.kaselemis@tucsonaz.gov.

The City of Tucson is an equal opportunity employer that is child and family friendly, as well as a drug and alcohol free workplace. Female, minority, veteran, and disabled candidates are encouraged to apply.