

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



<b>POSITION TITLE</b>	<b>Office of Economic Development Director (1964S)</b>	<b>SALARY RANGE:</b>	<b>34.522-59.161(Q)</b>
<b>DEPARTMENT</b>	<b>Economic</b>	<b>FLSA/UNION STATUS:</b>	<b>Exempt/Nonunion</b>
<b>PERIOD TO APPLY:</b>	<b>3/16/2018-4/16/2018</b>	<b>POSITION STATUS:</b>	<b>Exempt/Full-Time</b>
<b>SUPERVISOR:</b>	<b>City Manager</b>	<b>LOCATION:</b>	<b>Market Station</b>

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## GENERAL DESCRIPTION

The Office of Economic Development Director is an executive management position that plans, organizes, and implements economic development programs and activities to diversify and promote the growth and development of the City's economic base. The position has considerable interface with all departments of the City, City Council, and the development and business community.

## SUPERVISION RECEIVED

Works under direction of the Deputy City Manager

## SUPERVISION EXERCISED

Provides direct supervision to general direction, as required, to office staff.

## NATURE OF WORK

**ESSENTIAL FUNCTIONS:** *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Develops economic and community development strategies and plans with short and long-term goals, objectives, priorities and action plans.

Engages the business and general community in implementing economic and development strategies and plans.

Provides direction to the Office of Business Growth which serves as the City's business liaison and point of contact for existing business owners as well as owners of businesses who wish to locate in the City, by providing a general overview of the City's permitting and licensing process and explaining the steps involved in starting a business.

Works with City department and office staff to develop and implement economic and community development projects. Manages projects from start to finish including project design and partner engagement and reporting on outcomes.

Promotes and supports networking events and associations for local entrepreneurs and small businesses.

Provides assistance with the gathering of information and preparation of studies, reports, and recommendations to achieve economic and community development goals.

Oversees and integrates economic development activities with other City initiatives and programs.

Identifies opportunities to align community education and City economic development goals.

Develops and maintains an inventory of potential economic development related funding resources for public, private, and not-for-profit community organizations.

Monitors legislation and regulations relating to economic development and reports findings to appropriate stakeholders.

Prepares and delivers presentations to City Council, committees, or community groups; conducts research and prepares statistical reports; acts as liaison to various Council committees and boards as directed by the City Manager and Deputy City Manager.

Prepares annual budget recommendations and administers approved budget.

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Administers contracts, grants and special funds including responsibility for contract bidding, negotiations, management, compliance, payment, and close-out activities.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree from an accredited college or university in urban planning, business or public administration, economics or related field. Master's Degree in urban planning, public administration, business administration, planning, economics, or related field is preferred; and eight (8) years of progressively responsible experience in economic development, preferably in a governmental setting, two (2) years of which must have been in a supervisory capacity and with at least two (2) years of project management experience. An applicable Master's Degree may substitute for two (2) years of experience.

### **ADDITIONAL REQUIREMENTS**

None

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the principles, practices and issues of economic development including financing alternatives; public policy, laws, regulations and procedures related to economic development; federal, state and local programs and resources for economic development and business assistance, and procedures for obtaining funds; principles and practices of demographic research and analysis; statistics applicable to economic development; local government administration; budgetary methods and procedures; and principles and practices related to program planning, monitoring and evaluation.

**Considerable skill in:** creative thinking, process improvement and problem solving in an organization that highly values innovation; exercising initiative, independent judgment and to act resourcefully under varying conditions; maintaining strict confidentiality related to sensitive administrative information; developing and maintaining effective working relationships with department staff, other city department staff, public officials and the general public; communicating effectively both verbally in writing and using social media; and to representing the City of Santa Fe as its public face and advisor on matters of economic development.

**Ability to:** effectively work with City employees and representatives of outside agencies, businesses and the community; plan, schedule, direct, supervise, and review the performance of subordinates in a manner conducive to productivity and high morale; make operational policy recommendations to increase department's effectiveness; analyze situations and take effective action; conduct research, prepare statistical reports, and make written or verbal presentations of same; prepare and deliver presentations to City Council, city boards and committees, and community groups; maintain confidential information; act in an independent, conscientious manner with sound judgment; work with minimal supervision.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

Work is performed in a typical office setting and in the field. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminative thinking, and creative problem solving. Periodic travel required. Some evening or weekend hours and occasional attendance at evening meetings is necessary.

### **ADA/EEO Compliance**

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

### **VETERAN'S HIRING INITIATIVE**

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**

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**TO APPLY:** Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: [www.santafenm.gov](http://www.santafenm.gov); or apply online at [www.santafenm.gov](http://www.santafenm.gov). Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. *Incomplete applications may delay or exclude consideration of your application.*