



St. George

THE BRIGHTER SIDE



POSITION OF:

Economic Development Director

CITY OF
ST. GEORGE
UTAH

WHAT MAKES ST. GEORGE



The Brighter Side



St. George is the fifth-largest city in Utah with a full-time population of nearly 100,000 residents. With 300 days of sunshine per year, mild winter temperatures and a gorgeous red rock backdrop, St. George has long been a high-profile tourist destination. In recent years, new residents and visitors are attracted to St. George's world-class healthcare, active lifestyle, access to university education and proximity to unrivaled recreation — including renowned golfing, hiking, rock climbing and mountain biking opportunities.



Scenic beauty abounds at nearby Snow Canyon State Park, Quail Creek and Sand Hollow Reservoirs, Zion National Park, Bryce Canyon, Lake Powell and Grand Canyon National Park.

St. George has consistently ranked as one of the fastest-growing areas in the nation for the last two decades. It is among the safest and best places to live in the United States and was rated among the top 10 best small cities in the country for business and careers by Forbes.



St. George has attracted international events as its stature has grown. Since 2010, the City has hosted at least one IRONMAN or IRONMAN 70.3 race each year, including two IRONMAN 70.3 World Championships and one full-distance IRONMAN World Championship. The annual St. George Art Festival, St. George Marathon, nearby Tuacahn Center for the Arts and a robust concert series provide residents and visitors with high quality entertainment options. Utah Tech University's transition to Division I athletics punctuates the institution's rise in profile. The bustling St. George Regional Airport boasts daily nonstop flights to Dallas, Denver, Phoenix and Salt Lake City.

The City has more than 800 full-time positions as well as 500 part-time or seasonal employees. Staff members enjoy great working relationships department to department, as well as with our elected officials.

*Come experience
The Brighter Side in St. George*

Core Values

INTEGRITY

We are honest in our actions and communications.

INNOVATION AND EFFICIENCY

We encourage new ideas and solve challenges in ways that create value for our citizens.

PROFESSIONAL AND PERSONABLE SERVICE

We value those we serve and treat them with respect.

TEAMWORK

We approach opportunities and challenges as a team and find ways to help each other succeed.

EXCELLENCE

We believe success is achieved by defining and exceeding the expectations of our citizens.



City Administration

City Administration has an essential role in a city that has been named one of the fastest growing in the nation for the past several years. We strive to be innovative, professional and build relationships. This enables us to better serve our growing community.



Position Summary

GENERAL

Manages and directs overall economic development for City of St. George. This is a professional administrative position under general direction of the City Manager.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Directs economic development efforts for the City. Manages and coordinates the planning and implementation of the Economic Development Programs including business attraction, retention, job creation, business assistance, marketing, and related functions. Conducts planning studies on current and future development. Serves on Washington County Economic Development Council. Coordinates City's downtown redevelopment program.
2. Assists in the development of strategies for implementation of economic and real property activities, schedules, and guidelines, including, but not limited to, property acquisition and disposition assistance, and developer selection and negotiations. Assists with negotiations related to purchase, lease or voluntary transfer of property and easements, clearing of the title and processing of claims for damage.
3. Reviews analysis, documents, and reports prepared by consultants and staff to assure accuracy, completeness, and appropriateness.
4. Responsible for activities of the City's St. George Neighborhood Redevelopment Agency (RDA) which oversees the City's development project areas. Acts as the primary liaison with outside consultants and/or financial advisors, City leadership and personnel, developers and businesses, and taxing agencies, in the creation of project area plans, budgets, and related agreements. Prepares the budgets, manages, and monitors incentive and/or development agreements, and completes all reporting and compliance requirements for all activities of the RDA.
5. Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action.
6. Prepares the annual operating budget for the Department and submits to the City Manager for approval. Monitors economic development expenditures ensuring programs are kept within established limits.
7. Attends the various City Council meetings and may act as a staff resource to various committees.
8. Monitors contracts and agreements relating to economic development or property management activities which involve payments or financial calculations.
9. Analyzes economic data and prepares long-term business and financial forecasts in coordination with other City employees.
10. Provides technical advice to commissions, committees, and higher-level members of City management in matters related to a wide variety of redevelopment and economic development activities and programs.
11. Oversees the Airport Manager and facilitates the success of the City's Regional Airport by providing support, vision, and guidance to the Airport Manager and division personnel. Engages, advocates, and participates in the economic development planning and general planning of development activities and programs of the airport.
12. Directs, plans, and implements policies and procedures for Department. Trains, evaluates, motivates, and disciplines employees.
13. Represents or provides representation of City's programs and services with news media, citizen groups, and professional organizations.
14. Works with external partners and agencies at the local and state level, such as the Five County Association of Governments (FCAOG), the Governor's Office of Economic Development (GOED), and the Economic Development Corporation of Utah (EDC Utah), to collaborate, coordinate, and accomplish the City's economic development strategies and programs.
15. Prepares reports, as requested, for City Manager reflecting current activity and status of the Department.
16. Performs other related duties as required.

TYPICAL PHYSICAL/MENTAL DEMANDS/WORKING CONDITIONS

Light physical effort. Comfortable working positions handling light weight and intermittent sitting, standing, and walking. Generally pleasant working conditions. No health or accident hazards inherent in work performed. Frequent exposure to stress as a result of human behavior.

Qualifications

Education:

Graduation from accredited college or university with a bachelor's degree in city planning, public administration, or related field. Desire membership in the American Institute of Certified Planners (AICP). Master's degree in public administration, planning, business or related field preferred.

Experience:

Minimum of six (6) years full-time experience in areas of economic development, planning, and/or zoning, of which two (2) years must have been in a managerial position.

License and/or Certifications:

- Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.
- Certified Economic Developer (CEcD) certification or American Institute of Certified Planners (AICP) certification is preferred.

Knowledge, Skills, and Abilities

Knowledge of:

- Relevant Federal and State laws, regulations, and procedures concerning redevelopment, economic development, real estate and real property; principles, practice and methods of economic development and real property management; principles and practices of public and private partnership agreements; principles and practices, and methods of public administration including budgeting and purchasing, financial procedures and regulations pertaining to real estate, loan management, and property improvements, title report preparation and real estate acquisition and relocation procedures, and of municipal zoning regulations and development review procedures.

Skilled in:

- Reading, understanding, interpreting and applying legal, technical, and complex development regulations; reading, understanding and writing basic legal descriptions of properties; understanding and interpreting instruments of real property conveyances, management, leasing and licenses, title services and escrow closing procedures; preparing reports, correspondence and agreements; and in applying policies and procedures and State and Federal laws related to acquisition, disposition, management and relocation; and in interacting professionally and maintaining effective working relationships with City leadership, fellow employees, the public, and contractors.

Ability to:

- Communicate effectively in both verbal and written form, to gather and analyze economic data to develop sound proposals, and to perform duties with little or no immediate supervision.
- Establish and maintain effective working relations with elected officials, department heads, subordinates, the public, and officials and employees of other jurisdictions.
- Analyze, track, and interpret data, reports, rules, and regulations relating to economic development issues.
- Financially structure redevelopment and incentivized projects.
- Negotiate and administer contracts and agreements.
- Prepare and make effective public presentations relating to economic development objectives before high level administrative and legislative bodies.
- Organize, direct, and evaluate subordinates.

Salary and Benefits

Salary Range: 79 (\$103,888-129,860/year)

Individuals hired in this position have the opportunity to progress up to \$155,832 /year, which is the maximum salary for this position as of December 2022.

Full City Benefits Package. The City of St. George covers 100% of the premiums for the High Deductible health plan for full-time employees and their qualified dependents. New hires also receive 2 weeks of vacation time during their first year of employment, one of which is available to the employee the first day of employment. To find out more about our benefits package, please visit our website at

careers.sgcity.org/#benefits



How to Apply

Submit a completed City of St. George Employment application online at:
careers.sgcity.org

Applications are reviewed on an ongoing basis. This position is open until filled.
Refer questions to Human Resources at:
435-627-4670

Pre-employment drug screening and criminal background screen are required. EOE.
The City of St. George is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, color, national origin, age, disability, or genetic information. We make reasonable efforts to provide reasonable accommodation to disabled candidates.

We look forward to getting to know you.



St. George