



## CLASS SPECIFICATION

<b>Class Title:</b>	Deputy Director, Economic Development	<b>Class Code:</b>	8806
<b>Department:</b>	Community & Economic Development	<b>Grade:</b>	30
<b>Merit Status:</b>	Appointed	<b>Eff. Date:</b>	4/16/19
<b>FLSA:</b>	Exempt	<b>Revised:</b>	6/18/21

### GENERAL PURPOSE

Under the guidance and direction of the Community and Economic Development Director, performs professional and administrative work in regional economic development, regional economic development planning and sustainability, negotiating financial incentives such as loans and grants, managing special projects, and tracking community resources and development.

This is an appointed (at-will) position under the direct supervision of the Community and Economic Development Director.

### EXAMPLE OF DUTIES

Develops and implements a comprehensive regional economic development strategy and builds consensus with internal and external stakeholders – including public and private sectors, business associations and economic development entities. Proactively advances the interests of Davis County with regard to economic development and regional planning; creates strong intergovernmental relationships with key stakeholders throughout the region; ensures Davis County is represented in appropriate developmental discussions regionally and statewide.

Supervises economic development staff; provides or arranges training for new employees; determines work priorities; assigns and monitors work; evaluates performance; addresses performance problems in a timely manner and initiates corrective and disciplinary actions in compliance with County policies, procedures, practice and applicable employment laws.

Utilizes effective communication strategies, including messaging, marketing, media and events, to promote economic growth for Davis County. Consults and advises the Director about all initiatives affecting Davis County, including but not limited to: Northern Utah Economic Alliance (NUEA), Governor's Office of Economic Development (GOED), the Economic Development Corporation of Utah (EDCUtah), legislative affairs, State Legislature, the Davis Council of Governments (COG) and other economic development related agencies and organizations including Military Installation Development Authority (MIDA), Utah Defense Alliance, Utah Alliance for Economic Development, Composites and Aerospace of Northern Utah (CANU), Wasatch Front Regional Council, International Council of Shopping Centers, NAIOP, Society for the Advancement of Material and Process Engineering (SAMPE), the U.S. Department of Housing and Urban Development, etc.



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Ensures county-wide Community Reinvestment Agency Project Areas are vetted and documented with appropriate metrics to articulate success and to track effective use of tax increment.

Provides oversight of the administration of the Community Development Block Grant (CDBG) and the Social Services Block Grant (SSBG). Promotes and establishes the means for incorporating affordable housing projects throughout the County.

Oversees the collection and filing of data on County demographics, business and employment statistics and integrates statistics into marketable formats such as websites, presentations, handouts, etc.

Oversees the administration of the Davis Council of Governments (COG) and the associated Davis Fund for Economic Development.

Prepares and administers department budget, including budget requests; monitors departmental expenditures within approved budget. Ensures compliance with all County financial policies, procedures, and practices.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in business management, urban planning, economics, public policy, public administration or a related field. A related Master's degree is preferred.

Requires six (6) years of full-time progressive professional experience in economic and/or regional planning. Experience must include budget administration, supervision, and a record of success related to economic and/or planning project development

An equivalent combination of education and experience may be considered.

#### 2. Other Requirements:

Must furnish personal transportation for job related driving. Employees driving a personal or county vehicle for job related travel must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty days of hire date (exceptions for military personnel and their dependents).



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### 3. Knowledge, Skills, and Abilities:

**Thorough knowledge** related to the duties listed above, in addition to: county/city government, business and tax increment finance, transportation; strategic planning; housing; redevelopment; capital improvement planning; State land use law; and principles of public relations.

**Skill in:** public, media and social media relations; communicating professionally and; speaking and presenting in front of public audiences; using all applicable computer hardware and software programs.

**Ability to:** build consensus for successful inter-governmental initiatives; exercise sound judgment and make sound decisions; coordinate work and services with multiple organizations; communicate effectively (orally and in writing); compose professional correspondence, reports, contracts and other documents; work for sustained periods of time maintaining concentrated attention to detail; follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, committees, boards, other agencies and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.**

#### Approval Information

Date: 6/18/2021  
Department Approval: Kent Andersen, Director, Community and Economic Development  
HR Generalist Approval: Hollie McKinney  
Classification Approval: Ric Higbee, Deputy Director, Human Resources