



Title: Economic Development Manager

Department: MSD Planning & Development Services

Pay (exempt/salary): \$75,933 minimum to \$117,670 maximum, depending on experience, certifications, & licenses.

Date: November 08, 2023

Please apply by visiting <https://msd.utah.gov/Jobs.aspx>

JOB SUMMARY

Under general direction of the Director of Planning and Development Services (the “Director”), the Economic Development Manager of the Greater Salt Lake Municipal Services District (the “MSD”) manages services to the MSD members such as: the creation, development and implementation of economic development activities and programs to support the retention and expansion of businesses; manages the delivery of customer service to businesses, markets members to prospective companies, and develops incentive programs to enhance respective economic competitiveness; coordinates and implements programs and projects that support commercial, office and industrial development; provides highly complex and responsible support to the Director of Planning and Development Services and Long Range Planners in areas of expertise; and performs related work as required. This may include the facilitation of federal grants, loan assistance, land disposition, incentive programs, and Community Reinvestment Area (CRA) programs.

MINIMUM EDUCATION QUALIFICATION

Bachelor’s degree in Public or Business Administration, Economics, Public Policy, Urban Planning, Marketing, or a related field, plus five (5) years of increasingly responsible experience in local or regional economic development, federal and state grant application processes, and program research, development, and implementation including experience with redevelopment and revitalization programs, and two (2) years of supervisory experience.

An acceptable combination of education and related experience may be considered. Preference may be given for related work experience in the following areas: public administration, economic development, finance, marketing, research, and data reporting.

Special Requirements

- Must possess a valid and unencumbered Utah driver license. New employees with an out of state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the employee(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without reasonable accommodation.

- Develops economic development strategies for each MSD member, particularly geared at ensuring the municipalities’ long-term financial sustainability.
- Serves as the expert for available programs, including Opportunity Zones, state programs, and opportunities available through Chambers of Commerce and Salt Lake County’s (SLCO) Economic Development.
- Develops an inventory of available commercial/industrial properties for each member and works to fill those spaces with desired businesses.
- Establishes and helps to manage future RDAs/CRAs for MSD members; works with SLCO Economic Development to progress the goals of existing Magna RDAs under County jurisdiction.
- Arranges and attends meetings with businesses; evaluates and determines the appropriate level of MSD support: assists in identifying and recruiting companies that meet MSD Member’s goals with an emphasis on the Governor’s Office of Economic Opportunity identified targeted industries.
- Responds to and /or coordinates requests for information and proposals to prospective companies interested in relocating.



- Supports economic development with marketing and promotional activities, including web and social media based efforts and preparing marketing materials. Integrates effective marketing and outreach programs and activities with business development; communicates with local businesses to identify business needs and issues facing local enterprises, including barriers to growth; identifies and implements services.
- Develops and delivers presentations to a variety of audiences, establishing and maintaining a highly visible and accessible profile to local industry, development consultants, and other stakeholders.
- Coordinates efforts between diverse individuals and groups including elected officials, MSD staff, the business community, brokers, organizations dedicated to local economic development, citizens and citizen groups, utility providers, and other governmental bodies to facilitate economic development for MSD Members.
- Occasionally assists tourism efforts and activities, and community events sponsored by the MSD and Member communities; supports participation of MSD Members in the Salt Lake County Convention and Tourism Assessment Area (CTAA).
- Attends professional economic development meetings and events.
- Works with MSD Leadership to develop, fund, and supervise a team to carry out the economic development needs of MSD Members.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Excellent verbal, and written communication skills.
- Ability to gather, collate, and analyze a variety of data.
- Thorough understanding of program research, development, and implementation techniques.
- Thorough understanding of agencies and programs related to federal economic and urban development.
- Basic understanding of agency goals, objectives, programs, and services.
- Basic understanding of community resources and development needs.
- Thorough understanding of economic development principles and practices.
- Principles and practices of budget administration.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Redevelopment and revitalization programs; zoning, codes and development fees.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Techniques for effectively representing MSD Members in contact with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Advanced knowledge of principles and practices of economic development; business finance; marketing concepts and methods; concepts research methodology and statistics, tourism, community event management, real estate development and land use; MSD Member code, policies and procedures; related computer operations.

Skills and Abilities to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex, technical, and sensitive, and related programs in an independent and cooperative manner.
- Organize, implement, and manage the creation of a new team to carry out Economic Development initiatives



including finding funding for projects, managing internships, etc.

- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, explain, and ensure compliance with MSD Member's policies and procedures, complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the MSD and Members in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Effectively employ various software programs, market analysis methods, and outreach methods to justify plans, recommendations, and decision-making.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires work in a wide variety of settings that range from a typical office atmosphere to field work in many different weather conditions.
- While performing the duties of this job, the employee is frequently required to sit, walk, move, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus.
- Some weekend and evening hours will be required.