

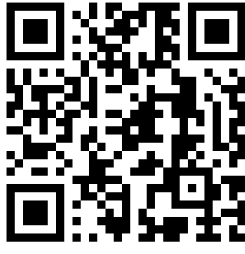


ECONOMIC DEVELOPMENT DIRECTOR

Town of Florence, Arizona

Full Salary Range
\$107,418 - \$161,127
Plus Full Benefits

Scan QR Code to Apply Today!



TOWN OF FLORENCE



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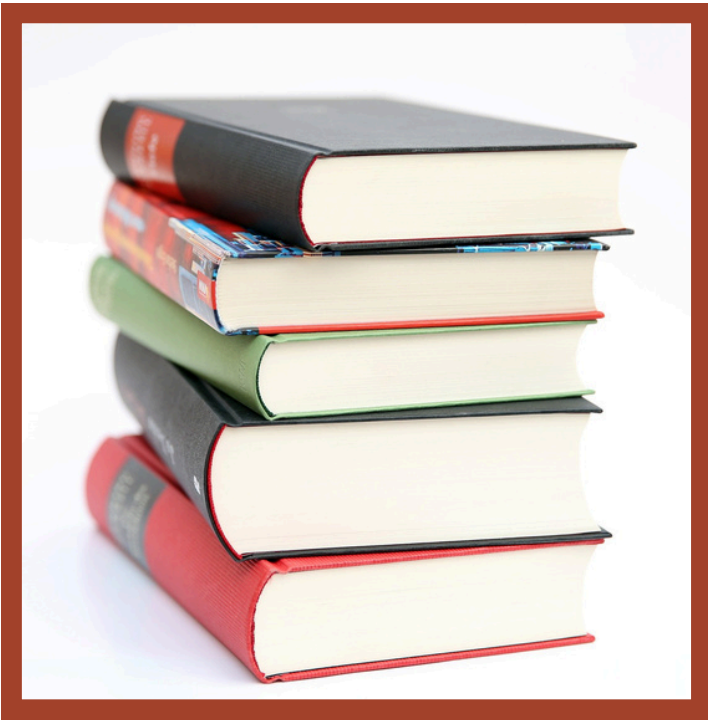


About the Position

Performs administrative, technical, and analytical work. The incumbent assists with the solicitation, attraction, and exploration of mixed use, and industrial development. Responsibilities include making recommendations to the Council and Town Manager; developing and implementing policies or initiatives; setting the tone, climate, and vision for economic development; ensures compliance with statutory responsibilities; and manages the rentals of all Town facilities.

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.

- Meet and confer with departmental management staff to coordinate projects, programs, resolve issues, and plan economic development operations. Provide visionary, innovative leadership, which encourages and recognizes creativity, innovation, and flexibility at all levels of programs.
- Responsible for the planning and creation of economic development marketing strategies and implementation of efforts to attract and retain business and industry to the Town of Florence.
- Recruits new business and supports existing businesses that create job opportunities for residents; including creating and managing business assistance programs and training sessions to assist with efforts to retain, strengthen and expand existing Town businesses.
- Assists in the creation and review of Development Agreements with perspective businesses interested in locating in the Town of Florence.
- Communicates official plans, policies, and procedures regarding economic development.
- Serves as Town liaison for the Chamber of Commerce to other civic organizations.
- Identifies, analyzes, and develops solutions for critical issues identified by the business community.
- Interfaces with multiple jurisdictions on issues impacting Florence's economic future.
- Makes presentations and prepares reports to the Town Manager, Town Council, and other jurisdictions and groups as required.
- Analyzes complex real estate development projects including appraisals, rental rates, and financial analysis.
- Attends weekly meetings with the Town Manager and serves and participates in various Town assignments.
- Serves as Town representative at other state, local or regional assignments as directed.
- Travel as required.
- Performs all other related duties, as assigned.



EDUCATION AND EXPERIENCE

Bachelor's degree in business, Public Administration, Economics, Finance, or related field, plus one (1) year experience in economic development or closely related field, preferably in a municipal setting; OR equivalent combination of education and experience which demonstrates the ability to perform the duties of the position.

CERTIFICATES/REGISTRATION

- Valid Arizona driver's license.
- Must be a Certified Economic Development Professional or obtain the certification within one year of employment.

COMPENSATION AND BENEFITS

The Town of Florence offers a competitive salary for this position, which will depend on experience and qualifications. The full salary range for this position is \$107,418 - \$161,127.

To view our organization's comprehensive benefits package visit:

<https://www.florenceaz.gov/human-resources>

APPLICATION PROCESS

Please apply online at www.florenceaz.gov/jobs
This position will remain open until filled.

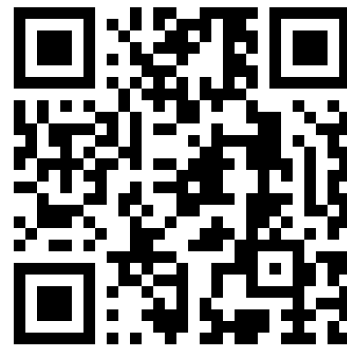
For more information on this position, contact
Human Resources at:

Email: HR@florenceaz.gov or Phone: 520-868-7670



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FLORENCE

*Apply Online
Today!*



florenceaz.gov/jobs

The Town of Florence, AZ, is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check.