

South Jordan City

Job Description

Title: Director of City Commerce
Org Code: 100130
Pay Grade: 29

Effective Date: 10/1/2021
FLSA: Exempt/Executive
Workers Comp: Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Support and implement the City’s vision and mission. Manage the day to day operations of the City Commerce Department in accordance with the City Manager’s direction and Service Values. Coordinate and monitor all activities of the City’s economic development and redevelopment programs. Serve as an advisor for the development and/or revision, recommendation, and implementation of long-term planning plans, projects, programs and procedures, land transactions, and business licensing.

SUPERVISOR

City Manager

POSITION(S) SUPERVISED

Executive Assistant

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

Take initiative to develop and carry out activities to assure positive growth and economic sustainability of the City; Conduct analysis of economic development and community development issues and operational concerns. Collect data, consider constants and variables, restrictions, alternatives, conflicting objectives, and prepare analysis and reports for City management, defining problems, evaluating processes and possible solutions and making recommendations for action. Assist with marketing South Jordan City by preparing appropriate information for presentation to potential developers.

Coordinate or assist in the implementation of economic and community development and redevelopment projects by securing bids and negotiating with developers and property owners. Recommend contract specifications and documentation. Evaluate funding applications with regard to feasibility, available budget, and goals/objectives of the City. Perform long range financial analysis of assigned projects and the impact it has on project areas. Prepare all federal, state, and local redevelopment reports annually.

Serve as a member of City committees representing the administration and operations of the economic development, redevelopment, long-term planning and sustainability programs within the City.

Serve as project manager or co-project manager, as assigned, on economic and community development and redevelopment projects. Work with City and department public information officers to develop, create, and maintain marketing plans for the City and its economic development and redevelopment projects as required.

Conduct performance reviews of department employees in accordance with the human resources policies and procedures of the city.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

Responsible for the implementation, function, supervision, and regulation of business licensing in the City.

Manage and oversee all City owned commercial leasing and identify performance goals for commercial space, as applicable.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree from a regionally accredited college or university with major course work in business, finance, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

MBA or MPA Preferred

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

Ability to resolve complex issues, in a legally defensible, consensus building manner, and ability to develop and communicate new policies and procedures.

Apply general principles and ordinances effectively; establish goals and priorities; communicate verbally and in writing; work effectively with City employees and the public; creatively design and implement various City policies and programs; provide creative solutions to complex development problems.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, and regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Admin.
Location:	City Commerce	EEOP Class:	Official/Admin
Group/BU:	General Pay Plan	Tech-Net Match:	350