

CLASS TITLE: ECONOMIC INCENTIVES MANAGER

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for managing and leading efforts supporting targeted development and redevelopment efforts in the City; responsible for management of economic development incentive programs, to include administration, oversight, and compliance monitoring of programs; and performs other related required duties.

ESSENTIAL TASKS:

- Performs planning work related to the appropriate use of public resources to spur development and achieve economic development goals
- Makes recommendations and leads implementation of programs and initiatives designed to achieve development and redevelopment goals
- Analyzes development proposals to understand viability and contribution to Citywide development goals
- Analyzes requests for incentive or development assistance to determine appropriateness of public support
- Provides recommendations and participates in public approval processes for assistance, to include negotiation of contracts and coordination of review and approval by public bodies such as the City Council or Authorities, Boards, or Commissions
- Presents to public bodies and the general public on key programs, services, and incentives to promote awareness of City development and redevelopment goals and incentive tools
- Develops and directs the implementation of key administrative processes necessary for the successful implementation and oversight of public incentive programs
- Acts in place of supervisor when needed or requested
- Coordinates special projects involving Mayor's Office of Economic Development's policies, procedures, and ordinances relating to public incentives
- Must report to work on a regular and timely basis
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in finance, economics, business administration, political science, public administration, or urban planning and four (4) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Considerable knowledge of the principles, practices, issues, programs and resources for economic development, business assistance and procedures for fund acquisition; considerable knowledge of public/private sector marketing and promotional approaches to stimulate/promote economic activity; considerable knowledge of public policy, laws, regulations and procedures pertaining to economic development; comprehensive knowledge of real estate, land use planning/development processes, finance alternatives, economic incentive methods and research/analysis and statistics applicable to economic analysis; good knowledge of financing techniques and procedures relating to real estate, business/industrial development and land financing; and good knowledge of program planning, monitoring and evaluation principles, practices and techniques. Ability to plan and coordinate complex programs with local community and government organizations, meeting established parameters; ability to facilitate priorities and program objectives, providing technical support on economic development issues; ability to communicate effectively, both verbally and in writing, maintaining effective working relationships with individuals, businesses, general public and internal/external agencies; ability to independently research/analyze data/information and exercise judgment in resolving significant issues. Applicant must possess skill in the use of computers and related software applications.

Page 2 (continued from Development Incentives Manager)

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; and may be subject to walking, standing and sitting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; may require working evening and weekends and traveling to attend meetings and visit development/business sites.

Class Code: 2061

EEO Code: E-02

Pay Code: EX-40

Group: Clerical and Administrative

Series: Urban Development

Effective Date: February 5, 2020