



## NOTICE OF JOB OPENING PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

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**Posting Date:** April 2, 2019  
**Department:** Planning  
**Reports to:** City Manager  
**Salary Range:** E-08 (Salary Range \$ 34.30 - \$53.19 per hour)  
(Expected Starting Salary Range \$ 34.30 - \$ 43.75 per hour)  
**Position Type:** Full-Time Exempt  
**How to Apply:** Applications available at [bountifulutah.gov](http://bountifulutah.gov) BOUNTIFUL CITY APPLICATION REQUIRED  
Send to: Human Resources, 790 South 100 East, Bountiful, Utah 84010  
Email: [jobs@bountifulutah.gov](mailto:jobs@bountifulutah.gov)  
**Application Deadline:** 6:00 P.M., Tuesday, April 23, 2019

### **Definition:**

Under the direction of the City Manager, oversees planning, economic development, and code enforcement for the City. Also acts as the Director of the Redevelopment Agency.

### **Tasks:**

- Directs and supervises the activities of the Planning Department including long-range and current planning and zoning. Coordinates and presents planning items to citizens, groups, consultants, developers, the Planning Commission and the City Council. Responsible for comprehensive plan development and oversight.
- Develops, promotes, and implements a variety of short and long term economic development plans for both industrial and commercial businesses; develops, coordinates and manages redevelopment activities and programs; and evaluates a variety of incentives for growth and expansion of businesses and industry in Bountiful; meets/confers with business owners/managers to explain the advantages of locating/expanding their business in Bountiful; evaluates economic development projects, plans, expenditures, and community needs to ensure integration with the overall economic development goals and objectives as set forth in the various Council approved plans.
- Develops long range economic master plan for the City in coordination with City Council; generates specific studies and reports including statistical information pertinent to current needs and trends of the city; hosts special meetings, seminars, and luncheons to educate and disseminate information to existing businesses, community leaders, and community groups; initiates and maintains appropriate financial assistance programs to encourage local businesses to expand within the City; maintains and nurtures cooperative working relationships with all city departments and City Council.
- Participates in the Capital Improvement Plan/Budget; explains and makes presentations to the City Council, Redevelopment Agencies, civic and business leaders, and the public; translates technical data and information into easily understood formats; provides staff assistance, reporting, and increment taxation analysis for Redevelopment Agencies; analyzes financial, accounting, and economic records and prepares reports as necessary; performs on-site inspections of properties, raw land, buildings, and constructions.
- Responsible for the development and implementation of the Bountiful Trails Master Plan. Oversees the Trails Advisory Committee on behalf of the City Manager. Functions as a member of the City's management team and works closely with all departments in support of their respective functions.

### **Knowledge, Skills and Other Characteristics:**

Knowledge of the principles and practices of municipal and urban economic development, redevelopment, public and private finance, and business practices including retail and marketing.

Knowledge of economic needs and interests of the City. Knowledge of the principles and theories of strategic planning.

Knowledge of procedures and techniques for preparing grant requests and managing state and local grant programs.

Skill in establishing and maintain effective working relationships with City officials, business owners, managers, State and Federal officials, and the public.

Skill in developing and implementing a variety of short and long term economic development plans.

Skill in managing and/or working with subordinates, clerical staff, elected officials, and civic/business leaders.

Skill in delegation of tasks, management of responsibility, time management, and an ability to lead staff to levels of excellence in assigned tasks and positions.

Skill in analyzing and evaluating a variety of projects and plans to determine if they integrate with the City's short and long term economic development programs.

Skill in persuading business owners/managers to locate/expand their operations in Bountiful.

Skill in generating support for a variety of short and long term economic development plans, goals, and objectives

### **Education and Experience:**

Bachelor's degree in Planning, Real Estate, or closely related area AND experience equivalent to five (5) years full-time municipal planning work including some responsibility for economic development, grant writing and budgeting AND two (2) years prior supervisory experience OR equivalent combination of education and experience. Master's Degree in Planning, Economics, Public Administration, or related field preferred. Must have a valid Utah Operator's License.