



MIDVALE CITY HUMAN RESOURCES
7505 S Holden Street
Midvale, UT 84047
801-567-7200
www.midvalecity.org

JOB POSTING

November 7, 2019

POSITION: REDEVELOPMENT AGENCY MANAGER

GENERAL PURPOSE

Implements the City's redevelopment policies and goals. RDA Manager is responsible for a variety of professional duties related to the management of redevelopment activities and projects including management of the redevelopment agency.

SUPERVISOR

Community Development Director

POSITION(S) SUPERVISED

RDA Housing Manager

RDA Project Manager

RDA Executive Assistant

ESSENTIAL JOB FUNCTIONS Essential Functions:

- Meet performance standards established with the employee's Department Director;
- Job attendance is required, except for authorized leave;
- Direct daily activities of Agency;
- Coordinate redevelopment of community and public properties in accordance with State Statute, City Ordinances and Agency policy;
- Act as the Agency's representative in discussions and negotiations with property owners and developers;
- Work closely with City elected and appointed officials, other departments and financial consultants to most effectively implement redevelopment plans, programs and budgets;
- Assess community needs and recommend goals and direction for redevelopment;
- Implement redevelopment area plans as adopted by the Agency Board and City Council;
- Administer redevelopment area budgets as adopted by the Agency Board and City Council and as approved by the Taxing Entities Committee;
- Research, obtain, and administer funding through tax increment financing, grants and general program budgets;
- Coordinate administrative procedures related to redevelopment and the integration with city-wide programs;
- Represent Agency on various boards and community organizations;
- Provide general staff support to Agency and Department Director to include other duties as assigned.

Exempt Status: While the schedule of the employee in this position is flexible, the following is expected to ensure availability and coverage within the department and duties are accomplished:

- Arrive for the work day no later than 8:30 a.m. unless extenuating circumstances dictate otherwise.
- Ensure coverage in the office during lunch hours.
- Ensure that work product is complete/up to date.
- Employee shall take in to consideration their availability to the general public, developers and other employees.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- Bachelor's Degree in Public Administration, Business Administration, Community Development/Planning, Marketing, Real Estate or related fields, plus a minimum of three (3) years directly related experience or an equivalent combination of education and experience.
- Graduate degree in the above referenced or related fields may be substituted for up to one year of directly related experience.

2. Special Qualifications, Licenses, Certifications:

- Must possess and maintain a valid Utah Driver's License with periodic verifications by the City.

3. Knowledge, Skills and Abilities:

- Knowledge and experience with the laws of the State of Utah governing redevelopment agency creation and management;
- Knowledge of basic word processing;
- Knowledge of financial practices pertaining to bonding and financial markets;
- Knowledge of presentation software;
- Skills in public relations, presentation, writing and verbal communication;
- Knowledge of local government and the development community;
- Ability to establish and maintain effective working relationships with citizens, elected officials, employees, business leaders, and government agencies;
- Ability to direct the work of others;
- Skills in mediation, negotiation, team building, system development, data analysis, program planning, consultation and evaluation.
- Ability to work independently.

4. Working Conditions: Employee(s) in this position perform in generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

SALARY: (Grade 59 – FLSA Exempt) \$69,355 - \$107,416 annually DOQ

Hiring Range: \$69,355 - \$88,385 annually DOQ

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor. It is the policy of Midvale City to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodations for any applicants during the selection process. If you have special needs please call 801-567-7223. In the interest of the workplace and public safety, all offers or employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. Midvale City requires as condition of

employment, the use of direct payroll deposit to a bank or savings account.

APPLICATIONS AND RESUME must be submitted online at www.midvalecity.org NO later than **5:00 PM on Friday, November 22, 2019.**

MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER