



CITY OF LAS VEGAS
AN EQUAL OPPORTUNITY EMPLOYER

Department of Human Resources
495 S. Main Street, 1st Floor
Las Vegas, NV 89101
(702) 229-6315
www.lasvegasnevada.gov

INVITES APPLICATIONS FOR THE POSITION OF:

Deputy Economic and Urban Development Director
Department Name: Economic and Urban Development Department

SALARY: \$97,740.50 - \$156,384.80 Annually

OPENING DATE: 01/23/20

CLOSING DATE: 02/27/20 11:59 PM

ABOUT THE POSITION:

Salary depends on experience

To direct, manage and coordinate goals, priorities and special projects relating to the operations and activities of the Economic and Urban Development Department and the Redevelopment Agency (RDA); to guide and coordinate assigned activities with the City Council, city departments and outside agencies; to foster continued review of programs and services to optimize redevelopment and economic development, primarily in the downtown area of the city of Las Vegas; to provide assistance to developers, property owners, and businesses; to provide support to the Redevelopment Agency Board; and to provide highly responsible and complex administrative support to the Director, Economic and Urban Development.

Supervision Received and Exercised

Receives general administrative direction from the Director, Economic and Urban Development.

Exercises direct supervision over managerial, professional, technical and clerical staff.

EXAMPLE OF DUTIES:

Essential Functions:

1. Facilitate and manage implementation of the Economic and Urban Development Department and Redevelopment Agency business plan, goals, and initiatives, including, business attraction, retention and expansion programs; revitalization of the urban core, and create, integrate, and manage orderly and sustainable development and growth of our community; participate in the review, development and implementation of policies and procedures.
2. Participate in establishing, within city policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and work methods and procedures; allocate resources accordingly.
3. Conduct and coordinate complex analyses, calculations, and projects relative to the operations of the Economic and Urban Development Department and the Redevelopment Agency with the focus on redevelopment and economic development.
4. Participate in planning, directing and coordinating, through subordinate managers, the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

5. Assess and monitor workloads, administrative support systems and internal reporting relationships, and identify opportunities for improvement; direct and implement approved changes.
6. Participate in selecting department staff; promote effective morale, productivity and discipline; plan, organize, administer, review and evaluate the activities and performance of staff directly and through subordinate managers; work with staff to establish work priorities and schedules; encourage and provide for staff training and professional development; interpret city policies and procedures for staff; prepare and conduct formal performance evaluations; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.
7. Attend and participate in professional group meetings; stay abreast of new trends, pronouncements, and laws that govern redevelopment and economic development.
8. Represent the department and the Redevelopment Agency to other city departments, elected officials and outside agencies; coordinate department activities with those of other departments and outside agencies and organizations; provide staff support to assigned boards and commissions.
9. Assume management oversight for the day-to-day operations of department and Redevelopment Agency personnel, services and activities at the direction or in the absence of the Director.
10. Provide direct assistance and support to department director on special assignments, departmental initiatives, and city-wide programs.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to media inquiries.
12. Prepare, or direct the preparation of, a wide variety of financial, statistical, operational and administrative reports.
13. Participate in, support and foster the development of a culture that values people and their differences and is free from inequities and barriers to people reaching their full potential.
14. Participate in promoting sustainable, environmentally sensitive development and operations in the community and the department.

Marginal Functions:

1. Perform related duties and responsibilities as required.

MINIMUM REQUIREMENTS:**Experience:**

Five years of increasingly responsible experience in redevelopment or economic development, or a closely related field, including two years of administrative and managerial responsibility.

Education:

Bachelor's degree from an accredited college or university with major in economics, planning, business administration, public administration or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. The City assesses 1.5 years of full-time experience as equivalent to one year of education.

License or Certification

Possession of one or more of the following certifications in economic development is preferred:

- Certified Economic Developer (CEcD) designation from the International Economic Development Council;
- Development Finance Certified Professional (DFCP) designation from the Council of Development Finance Agencies;
- Economic Development Finance Professional (EDFP) certification by the National Development Council;
- Certified Commercial Investment Manager (CCIM) by the CCIM Institute, or
- Real Estate Development Certificate holder or comparable through Urban Land Institute.

KNOWLEDGE, SKILLS, AND ABILITIES:**Knowledge of:**

Operations, services and activities of a large municipal redevelopment program.
Operational characteristics, services and activities of economic development programs.
Principles and practices of real estate transactions.
Principles and practices of eminent domain.
Corporate and commercial bankruptcy statutes and procedures.
Building, environmental, zoning and historic preservation regulations.
Principles and practices of property and sales tax programs.
Principles and practices of budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Modern office procedures, methods and computer equipment.
Common office software applications, including word processing, spreadsheets and email.
Principles of business letter writing and report preparation.
Principles of supervision, training and performance evaluation.
Principles of management and organizational behavior.
Bonding procedure and tax laws.

Ability to:

Plan and administer long-range programs and activities.
Resolve sensitive and controversial issues with the least adverse impact on all parties.
Identify and respond to community and City Council issues, concerns and needs.
Use initiative and independent judgment within established guidelines.
Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Delegate authority and responsibility.
Set and adjust priorities in a rapidly changing environment.
Meet critical deadlines.
Work in a fast-paced environment.
Communicate clearly and concisely, both orally and in writing.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Establish and maintain effective working relationships with those contacted in the course of work.

Competencies:

In addition to Core Workforce and Supervisor Competencies:

Executive Competencies

Establishing Trust – Noticing, interpreting and anticipating others concerns and feelings; creating opportunities for collaborative, respectful dialogue; showing trust in others first and holding self and others accountable for words and behaviors that build community; using face to face communication as a primary means to build trust within the organization.

Communicating Clarity – Developing and communicating goals in support of the city mission, vision and purpose; clarifying direction of work, roles and expectations for successful attainment of objectives.

Providing Recognition – Identifying and recognizing employees at all levels for their ideas, work and achievements; providing opportunities for both formal and informal recognition within the organization; creating a culture of peer recognition and encouragement.

Reinforcing Organizational Health – Routinely reviewing existing processes, practices and policies to ensure a balance in the ability to work productively and efficiently with employee needs for

empowerment and development; changing processes, practices and policies when necessary to achieve the balance; establishing regular professional development time for each employee so they have opportunities to attend classes and other activities to enhance their professional growth; meeting regularly with employees.

Thinking Globally – Finding effective solutions and prioritizing problems using holistic, "big picture" thinking; putting the needs of the broader organization or community ahead of the needs of an individual department or community; developing and analyzing both near and long term impacts of decisions.

Business and Political Acumen – Having expertise in technical, political and budgetary leadership responsibilities; preparing and presenting complex concepts and proposals in a respectful, collaborative, understandable way to build community; comparing competing priorities and agendas looking for ways to establish a win/win solution whenever possible; speaking at community events and to the media to enhance the city's reputation and standing with the broader community.

Community Engagement – Identifying and working with different communities, whether internal, external or both, to achieve city mission, vision and purpose; including groups of stakeholders in decisions that affect them, directly or indirectly, whenever possible to do so; acting on decisions and strategies developed through community engagement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lasvegasnevada.gov>

Position #20JAN79986
DEPUTY ECONOMIC AND URBAN DEVELOPMENT DIRECTOR
SK

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neogovteam@lasvegasnevada.gov

Deputy Economic and Urban Development Director Supplemental Questionnaire

- * 1. What is the highest level of education you have completed?
 - High School Diploma/GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
 - None
- * 2. How many years of experience do you have in redevelopment or economic development?
 - 0-3 Years
 - 3-5 Years
 - 5- 7 years
 - 7-10 Years
 - 10 + Years
- * 3. How many years of supervisory experience do you have?
 - I do not have supervisory experience
 - 0-2 Years
 - 2-3 Years
 - 3-4 Years
 - 4 + Years
- * 4. The ideal candidate for this position would have significant work experience not only in the private sector but also in the public sector (either government, quasi-government, or not-for-profit agencies). Describe your personal management philosophy, and why you believe your management philosophy is a good fit for the city of Las Vegas.

- * 5. Summarize your experience in personally handling real estate finance and economic development finance tasks, including, to the extent applicable, bond financing, tax increment financing, tax credit finance, real estate financing, business credit analysis, or venture capital.

- * 6. Discuss the largest transaction (either size of asset financed or developed) on which you have personally engaged. What was your specific role? What aspects of the transaction did you handle personally, versus tasks which you may have managed or overseen?

- * 7. Describe a transaction or project you managed that did not go as planned and required a workout solution or alternative solution.

- * 8. Please describe your experience in working with corporate site selection consultants, commercial real estate brokers, or professionals advising corporate business clients regarding a site location decision.

- * 9. Please detail any experience you have regarding budgeting, accounting, auditing, or contract compliance.

- * 10. What experience do you have in managing employees subject to collective bargaining agreements?

- * Required Question