



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

JOB ANNOUNCEMENT

NAME OF POSITION: Economic Development Planner I

FLSA: Non-Exempt

DESCRIPTION: Assists in the administration of SEAGO's Economic Development program; supports efforts to identify, develop and implement strategies to advance local and regional economic development projects that will create and retain permanent jobs; researches projects for potential funding; provides administrative support to implement grants. Establishes and maintains communication, coordination, and relationships with public and private sector partners. This is a full-time non-exempt position with a salary range of \$19.62 to \$27.47 per hour plus benefits including employer-paid health insurance, Arizona State Retirement and travel reimbursement.

EDUCATION/EXPERIENCE: A Bachelor's Degree in Public Administration, Urban Planning, Business Administration, or closely related field; a minimum of three (3) years of planning and development experience; or any combination of education, training and experience which provides the ***required knowledge, skills and abilities*** listed in the complete job description below.

Position is open until filled with first review of applications October 4, 2024.

Salary Range: \$40,813 - \$57,139 per year plus travel pay and full benefits.

Contact William Osborne at (520) 432-5301 x 203 with any questions.

SEAGO IS AN EQUAL OPPORTUNITY EMPLOYER.

[APPLY ONLINE](#)



TITLE:	Economic Development Planner I	
JOB CODE:	410	
FLSA:	Non-Exempt	
PREPARED:	November 2004	UPDATED: September 2024

Summary: This is a position of progressive responsibility. Under the supervision and leadership of the Program Manager, assists in the administration of SEAGO's Economic Development program; supports efforts to identify, develop and implement strategies to advance local and regional economic development projects that will create and retain permanent jobs; researches projects for potential funding; provides administrative support to implement grants. Establishes and maintains communication, coordination, and relationships with public and private sector partners.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional tasks.*

- Establishes and maintains positive working relationships with federal, state, and local government officials, economic and workforce development organizations, state and local tourism agencies, and private sector employers and businesses.
- Provides planning support for the local communities and economic development organizations to assist in their planning efforts.
- Researches and identifies projects that can be funded through the Economic Development Administration; assists member communities in preparing and submitting applications.
- Collects and analyzes a variety of complex data and information; seeks alternative funding for projects; administers grants; provides project management support to ensure compliance with grant requirements and defined outcomes; summarizes findings in applicable reports.
- Staffs economic development committees and related sub-committees to develop and update a comprehensive economic development strategy for the region.
- Conducts outreach efforts to facilitate and develop public/private financing opportunities in the region; develops and maintains a directory of public and private funding sources.
- Performs other duties as assigned.

Desirable Knowledge, Skills, Abilities and Experience:

- Knowledge of the principles and practices of public administration, grant writing and management.
- General knowledge of federal, state, and local laws and regulations governing the program and services.
- Knowledge of the principles and practices utilized in economic development research, analysis, program planning, development, and implementation.
- Knowledge of financial reporting.
- Knowledge of economic forecasting and analysis.
- Knowledge of business practices and financing methods.
- Skill in planning and organizing work to meet program deadlines.
- Skill in developing plans to attract and retain businesses and create jobs.
- Skill in marketing, conducting outreach activities and promoting programs, and planning and implementing program components.

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- Skill in establishing and maintaining effective working relationships with co-workers, member agencies, providers, and the general public.
- Ability to gather data, maintain records, prepare reports, and compose correspondence related to program activities.
- Understanding of public sector and nonprofit organizations and ability to quickly understand key programmatic activities and challenges.
- Experience in economic or workforce development.
- Spanish language skills are desirable but not required.

Education, Experience, and Certifications:

A Bachelor's Degree in Public Administration, Urban Planning, Business Administration, or closely related field; a minimum of three (3) years of planning and development experience; or any combination of education, training and experience which provides the following **required knowledge, skills and abilities**:

- Outstanding communication skills including written, verbal, and presentation skills.
- Demonstrated proficiency with the Internet and Microsoft Office (Word, Excel, and PowerPoint).
- Demonstrated ability to work independently with strategic guidance and work well with a diverse array of stakeholders to achieve desired outcomes.
- Demonstrated ability to learn, analyze and synthesize new information quickly and make decisions.
- Demonstrated experience handling multiple assignments and meeting deadlines with attention to accuracy and detail while thinking broadly and handling a high volume of work.
- Strong interpersonal skills with ability to develop and sustain effective, collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions, including co-workers, local elected and appointed officials, state and federal officials, private sector partners and the general public..
- Must be highly motivated and productive in a dynamic environment.

Environmental Factors and Conditions/Physical Requirements:

- Work is generally performed in a fast paced office environment with frequent interruptions and irregularities in the work schedule.
- This position requires community work and frequent travelling to and from various community locations, and numerous office sites, therefore the selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.
- Operation of motorized vehicles may be required for travel.

Other Requirements:

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- Must possess a valid State of Arizona driver’s license.
- Must have access to reliable transportation and ability to demonstrate proof of vehicle insurance.

Grant Funded:

This is a grant-funded position that has been created to perform the duties and meet the requirements of one or more grants. The position is paid through funds received by SEAGO for administration of the grant. If the funding is withdrawn or significantly reduced, the position may be eliminated and/or the employee will be subject to layoff procedures or a reduced work schedule.

The SouthEastern Arizona Governments Organization provides equal employment opportunities to all applicants without regard to race, color, religion, sex, national origin, age, disability, political affiliation, or veteran status, genetics or any other protected status in accordance with applicable federal laws.

Approvals:

_____	Title: Economic Development Planner I	_____
Name:		Date Signed
_____	Title: Executive Director	_____
Name:		Date Signed

