The City of Des Moines is experiencing a renaissance. Positive growth, development and change are occurring in all parts of the city. Energy is high. Civic leaders and residents alike are excited to call Iowa’s capital home.

Des Moines is the largest population center in the state, home to almost 225,000 people with a five-county metropolitan population of approximately 655,000. We have a city manager form of government with a mayor, four ward council members and two at-large council members.

Geographically, Des Moines is defined by the Des Moines and Raccoon Rivers with downtown at their confluence. A majority of land along the rivers is publicly owned and protected for public use. In total, more than 6,700 acres, nearly 12% of the city is protected for public park and open space. You will also find much of our 80+ miles of internationally recognized trail system along our rivers and greenways.

Our strong local economy is based in insurance, agriculture, manufacturing, technology, education, health care, and other services. Many significant cultural amenities, ease of commuting, strong schools, ample shopping, affordable housing, fine dining, great health care, and a stable high-performing local government attract the growing population.

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**RECENT RANKINGS**

1 of 3 Cities Bucking the Tide of Midwest Talent & Population Loss  
— Site Selection, 2019

Top 10 Best Place for Business and Careers  
— Forbes, 2019

#1 Metro for Millenials to Buy Homes  
— Grow Magazine, 2019

#1 Place with Good Jobs and Cheap Housing  
— Investopedia, 2019

#2 Top City for Young Home Buyers  
— Clever Real Estate, 2019

#3 Best Affordable Place to Live in the U.S.  
— U.S. News & World Report, 2019

#3 Best City for High Salaries and Low Costs of Living  
— The Ascent, 2019

#3 Top Midwestern U.S. City for Women in STEM Occupations  
— CommercialCafe ™, 2020

One of “10 Cities That are Blooming, Not Rusting”  
— Manhattan Institute, 2019

#5 Metro for Number of Economic Development Projects among metros with a population of 200,000 to 1 million  
— Site Selection Magazine, 2020

#6 Best Places to Work in Tech  
— SmartAsset, 2019

Top 7 Most Recession-Proof Cities in the U.S.  
— Livability, 2019

Top 10 Best State Capital to Live in  
— WalletHub, 2019
Our Organization

To better address the changing goals of Des Moines over the next 20 to 30 years, we are realigning our Economic Development and Community Development departments. This will allow the City to concentrate on both our neighborhoods and commercial development while continuing thoughtful long-term planning, innovative revitalization efforts and sound economic development.

This realignment will give current staff the opportunity to move into new positions and will add new staff positions. The City is looking forward to offering new opportunities for current staff and bringing in fresh perspectives with new staff.

On July 1, 2020, the City began the reorganization and created a Neighborhood Services Department and the Development Services Department. The posting you are looking at is a result of the reorganization. The City is hiring for positions that are being filled for the first time and backfills as people move within the departments.

The Development Services Department will provide strategic and long-term planning, streamline review of new projects that are subject to the zoning code, design code and subdivision code; issue permits and conduct inspections that are subject to the building code; and manage economic incentive programs including Tax Abatement, Tax Increment Financing, and programs that assist business retention and expansion.

Economic Development in the City of Des Moines is a fast-paced, multi-faceted pursuit to advance the quality of life in the city. We work on a broad range of project types and scales from recent efforts to assist small businesses impacted by the pandemic to corporate expansions in downtown to manufacturers looking to build their business in Iowa’s capitol to mixed use development in our neighborhoods.

Downtown is our economic engine. Over the past decade, our Office of Economic Development has worked to advance billions of dollars of investment that have brought thousands of new residents, grown the downtown workforce, attracted visitors, and enhanced our urban vitality with many new restaurants and shops. Our neighborhoods provide diversity and character. With Polk County, the City recently established a new entity, Invest DSM, to strengthen our neighborhoods provide guidance on neighborhood investment.

To foster this development throughout the City, we work with local incentives such as tax increment financing, tax abatement, and small business programs. We collaborate with our non-profits and regional economic development partners and facilitate use of programs offered by State and Federal sources, such as historic tax credits, brownfield/grayfield tax credits, high quality jobs, low income housing tax credits, workforce housing tax credits, opportunity zones, and reinvestment districts.
The City of Des Moines seeks candidates for the position of Economic Development Administrator who will carry the City’s urban development legacy forward by leading and creating innovative economic development solutions for the future of Iowa’s Capitol City. This position coordinates the activities of staff in the Economic Development division and keeps the Development Services Director, Deputy Director and City Manager’s Office apprised of issues and opportunities. This position manages, negotiates and facilitates the public actions necessary for designated economic development projects that retain and/or create new jobs and increase the City’s tax base, and performs directly related work as required.

The principal function of an employee in this class is to oversee and coordinate the work of the Economic Development Office staff and to plan, manage, coordinate and facilitate the successful implementation of economic development projects for the City. The work is performed under the direction of the Development Services Director or designee, but considerable leeway is granted for the exercise of independent judgement and initiative. The principal duties of this class are performed in a general office environment.

**ESSENTIAL JOB FUNCTIONS**

- Supervises and evaluates the work of employees; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules, and assignments; administers personnel policies and procedures.
- Assigns ongoing work to subordinates; explains methods and procedures giving special instructions on unusual problems and situations; spot checks work in process or upon completion; participates in ongoing work.
- Coordinates work activities with others in matters that directly impact assigned program operations.
- Makes recommendations concerning budget, personnel, and related resource requirements for the area supervised based upon past experience, anticipated workload, and production capability of the department.
- Provides financial and program/operational data for higher-level management decisions; gathers, analyzes, and compiles data to prepare narrative and statistical reports on department activities.
- Drafts recommendations for policy and procedural changes for approval by a higher authority.
- Plans work activities and sequential operations on a daily, weekly, monthly, or longer-term basis.
- Works with department director and deputy director and explains and interprets regulations and procedures; coordinates and improvises work schedules and systems.
- Provides detailed responses about technical support programs and organization activities; explains criterion for evaluations, status of projects or program activities, coverage and limitations of services or programs, reasons for regulations or procedures, and how systems function and processes interrelate.
- Compiles statistical or narrative information for agency personnel, other state, federal, county, or municipal officials, legislators, the news media, and the general public.
- Explains the work of the department, program policies, and procedures to interested parties and staff; drafts detailed responses about programs, regulations, procedures, activities, and status of projects; compiles statistical or narrative information about the program.
- Represents the department at various and related business meetings.
- Exercises a substantial measure of responsibility and accountability for the technical soundness of the work which is supervised.
ECONOMIC DEVELOPMENT ADMINISTRATOR

REQUIRED KNOWLEDGE/ SKILLS/ABILITIES

- Thorough knowledge of the principles and methods of effective local economic development;
- Thorough knowledge of Federal, State and Local funding and economic development programs;
- Thorough knowledge of Real Estate economics from the perspective of public participation;
- General knowledge of supervisory techniques and practices;
- General knowledge of principles and methods of loan proposals, underwriting, analysis documents, packaging, processing, collections and preparation of closing documents;
- General knowledge of Federal, State and City codes, rules and regulations relating to development, zoning, urban renewal, building codes and other similar projects;
- Ability to successfully negotiate financial and other public actions with developers, businesses, and their representatives;
- Ability to conduct thorough and reliable due diligence analysis for economic development projects;
- Ability to manage and coordinate public actions necessary for complex local economic development projects;
- Ability to aggressively and creatively pursue challenging economic development objectives to a successful conclusion;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to develop effective working relationships with all participants in economic development including developers, businesses, citizens, community leaders, City staff personnel, State and Federal government officials, lenders, brokers, architects, utility companies, contractors, and others;
- Ability to develop project or program specific marketing strategies;
- Ability to market loan and development packages to a variety of interests;
- Ability to work under pressure, meet deadlines, and manage many projects simultaneously;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

ACCEPTABLE EXPERIENCE/ TRAINING/QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor’s degree in Business, Public Administration, Finance, Urban Planning, or a related field; and
- Considerable experience in Economic Development, Planning, Real Estate or a related field.
- A related master’s degree may be substituted for one year of required experience.
- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- Possession of a valid Iowa driver’s license or evidence of equivalent mobility.
- Possess within one year of appointment and maintain CEcD, CPA, AICP, ASLA or AIA certification/registration.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work with a variety of projects simultaneously;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and standard office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct site visits on occasion and as needed.

NOTE: This job description is not intended to be all inclusive. Employees may need to perform other duties consistent with the role and function of the classification as required.

APPLY ONLINE AT DSM.city
Applications are due Monday, July 20, 2020