



Salt Lake County Job Description

Senior Economic Development Manager

DEPARTMENT: Mayor's Administration

JOB CODE: 455 **GRADE:** 017

SALARY PLAN: GEN

SAFETY SENSITIVE: No

DIVISION: Office of Regional Development/1025

FLSA STATUS: Exempt

EFFECTIVE DATE: 05/05/2019

JOB SUMMARY

Manages the Economic Development division's activity in Salt Lake County's development finance portfolio. Puts together development finance agreements to improve neighborhoods, communities, and people's quality of life. Manages and strengthens relationships with external partner organizations.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Business Administration, Communication, Finance, Marketing, Economics, or other closely related field, plus five (5) years of related experience; OR an equivalent combination of related education and experience.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Oversees the administration of the Tax Increment Financing (TIF) program for Salt Lake County.
- Manages TIF proposals from submission through approval by the Mayor and County Council, followed by compliance monitoring and return-on-investment evaluation.
- Performs due diligence on TIF proposals, reviewing pro formas to evaluate proposed financing gaps and market failures. Writes project memos to evaluate TIF proposals and brief County staff.
- Meets with municipal redevelopment agencies to discuss potential redevelopment projects, occasionally walking potential project areas or reviewing opportunities with other parties.
- Partners with municipal agencies and/or partner organizations on TIF proposals for any potential improvements.

- Coordinates with consultants to obtain sufficient due diligence or improvements on TIF proposals.
- Meets with property developers to discuss potential redevelopment projects and improve understanding of barriers to investment in the County, and increase awareness of industry issues.
- Meets with other taxing entities, non-profit, municipal, state, and federal organizations involved in development finance projects to build a strong consensus around the participation demographics in the various projects to understand how to target messaging and opportunities.
- Manages the Environmental Protection Agency (EPA) Revolving Loan Funds (RLFs), which require development of written policies and procedures, program design, marketing strategy, project screening and analysis, public/private partnerships, and a comprehensive approval process.
- Underwrites, services, and monitors all loans/sub grants in portfolio, complies with all federal grant guidelines, and negotiates federal funding renewals.
- Actively builds and strengthens relationships with various stakeholders and external partner organizations while also facilitating connections between those entities.
- Oversees research, strategy, partnerships, and contracts for applicable programs and projects as assigned.
- Manages oversight on active projects to ensure compliance and evaluate return on investment that will inform future project participation.
- Works with research partners on collaborative research to understand return on investment for development finance projects.
- Assists in developing, analyzing, and submitting the annual revenue and expenditure budget plan and mid-year adjustments for applicable programs and ensures that project goals are met.
- Makes presentation to councils, commissions, business leaders, and the public on behalf of the Economic Development Director.
- Prepares publications, materials, business presentations, marketing collateral, and other educational materials.
- Performs data and statistical analysis; creates statistical reports, graphs, images, and lists to simplify complex data.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Knowledge of:

- Tax Increment Financing (TIF)
- Federal grant management
- Program management, implementation, compliance, and monitoring
- Commercial real estate development, market analysis, and pro formas
- Research and data collection methods

- Program evaluation strategies and techniques
- Public hearing and public meetings procedures
- Community outreach methods and techniques
- Computer software, programs, and web writing related to job-specific duties
- Effective negotiation techniques and strategies
- Local, state, and federal government operations and redevelopment practices

Skills and Abilities to:

- Analyze and compile technical and statistical information, prepare technical reports, and present technical information clearly and concisely
- Communicate effectively both verbally and in writing and deliver public speeches, presentations, and trainings
- Perform budget planning and preparation
- Interpret and prepare market analyses and pro formas
- Interact effectively with various persons and groups
- Perform a variety of tasks at one time and work independently
- Supervise the collection, analysis, and interpretation of data
- Promote and advocate policy, goals, and initiatives
- Negotiate complex issues having broad policy implications with a variety of stakeholders
- Effectively apply general principles to specific situations and interpret and implement complex rules, regulations, policies, and procedures
- Prepare and present detailed reports

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting.

Position requires travel to various locations throughout the County.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/HR Business Partner's Initials: 08/24/2026 SR
Published Date: 09/22/2025