

Market Range Detail - Industrial Development Authority Executive Director

Effective Date

January 23, 2012

Market Range Title Description

Under the direction of the Maricopa County Industrial Development Authority Board of Directors, this single incumbent market range title is responsible for the planning, management and direction of the operations of the Industrial Development Authority (IDA). The Executive Director provides significant input and guidance to the Board of Directors regarding administrative, operational and policy matters.

Primary responsibilities include: supervising IDA's professional staff and contractors including hiring new staff, evaluating performance and directing work assignments; meeting with potential borrowers to explain the structure of IDA financing; working with bond counsel, financial advisors, trustees and investors to structure appropriate financings; evaluating all borrowing applications and providing recommendations to the IDA Board of Directors; reviewing all financing documents and providing recommendations to the finance team; investing all assets of the IDA; developing and presenting policies for loans and grants from the IDA's own funds to the IDA Board of Directors; overseeing the preparation of monthly financial statements and year-end financial statement audit; conducting public hearings for individual financings as required by federal tax law.

Market Range

Minimum Hourly Rate

\$53.93

Midpoint / Hiring Maximum

\$69.09

Maximum Hourly Rate

\$84.25

Likely Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field.
- Ten years of professional level public finance experience including five years of experience issuing tax-exempt debt.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Executive Director

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.