

# **The Industrial Development Authority of the County of Maricopa**

## **Employment Opportunity: Administrator**

Exempt Position. Full-time: 35 hours weekly (potential hybrid work schedule)

Salary Range: \$90,000 to \$115,000 annually, depending on experience

Benefits: Health, dental, vision and basic life insurance, and other competitive benefits

Pension: AZ State Retirement System

Office Location: 8687 E. Via de Ventura, Suite 306, Scottsdale, AZ

Application Process Open: July 22, 2024, until filled

Initial Application Requirements: Cover letter and resume

Start Date: Early/Mid-September 2024

## **The Position**

The Industrial Development Authority of the County of Maricopa (“MCIDA”) seeks a well-qualified individual, as described below, for the main Administrator position. The current Administrator is retiring in December after serving MCIDA for 35 years. A September start date for the new Administrator will allow for a few months of transition to learn the ins and outs of the job and for the current Administrator to pass along her wealth of knowledge gained over the years.

The ideal candidate for this position will have experience with daily business and administrative operations. Desirable knowledge and background include familiarity with the issuance of tax-exempt revenue bonds.

The Administrator will work with the other administrator responsible for the homebuyer assistance programs and multifamily housing compliance. The Administrator may be supervised on different projects by the in-house General Counsel and the Executive Director.

This diverse and rewarding position works collaboratively with the other MCIDA staff, financing team professionals and certain Maricopa County departments on a wide variety of issues.

## **Detailed Job Description**

Duties may include, but are not limited to, the following:

- Responding to inquiries from applicants and public finance professionals;
- Participating in financing team conference calls;
- Assisting applicants and attorneys with the bond financing process;
- Providing deliverables for bond closings;
- Outlining potential board agenda items;

- Organizing of, and acting as recording secretary for, monthly MCIDA Board of Directors meetings;
- Handling general business operations;
- Communicating with MCIDA directors, Maricopa County staff and financing team members;
- Participating in public TEFRA hearings;
- Working closely with Executive Director and General Counsel to develop or enforce MCIDA policies;
- Developing or assisting in the development of procedures to further MCIDA priorities;
- Monitoring and ordering office supplies and equipment; and
- Attendance at some evening community events.

## Minimum Requirements for Application

Any combination of experience and education that likely would provide the required knowledge and abilities will qualify an applicant for the position. A typical way to obtain the knowledge and abilities would be:

**Experience:** Prior municipal revenue bond financing involvement; a background in organizational management; and superior document management and computer skills.

**Education/ Certificate:** Bachelor's degree. Paralegal certification.

## Skills

We are seeking candidates who are highly motivated problem-solvers, who prioritize organization and attention to detail, who enjoy a high level of responsibility, and have the ability and/or willingness to learn to:

- Prepare a wide variety of documents;
- Thoroughly complete projects and specialized tasks;
- Keep records up to date;
- Provide expertise to help the office run smoothly and efficiently;
- Work independently and as part of a close-knit team;
- Manage multiple programs, deals, and projects with competing deadlines;
- Communicate effectively with directors, applicants and public finance professionals;
- Complete varied assignments in a well-organized and timely fashion;
- Exercise sound judgment; and
- Inspire confidence and respect.

**Other Desirable Skills:** Document management skills and proficiency with Adobe Acrobat, Word, and Excel

## **Benefits**

MCIDA offers an excellent benefits package. The benefits package includes:

- Health plan fully or partially paid, depending on your plan choice.
- Dental plan and orthodontics for employee and dependents.
- Vision plan for employee and dependents.
- Life insurance.
- Vacation leave, sick leave and holidays.
- Pension in the Arizona State Retirement System.

## **Background Check**

The successful applicant may be asked to submit to a background check.

## **How to Apply**

Submit a cover letter and resume by email to: [Julie@mcida.com](mailto:Julie@mcida.com) and [Janis@mcida.com](mailto:Janis@mcida.com). We will review all applications and contact those applicants that meet our qualifications.

Candidates selected to proceed in the hiring process may be asked to submit additional information (e.g., references, answers to supplemental questions, a formal Maricopa County employment application).