



CLASSIFICATION SPECIFICATION ECONOMIC DEVELOPMENT MANAGER

JOB SUMMARY:

Under direct supervision of the Community Development Director, the Economic Development Manager oversees the Economic Development Division; creates and enhances commercial, retail, dining, and academic opportunities to support workforce development and tourism programs; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Economic Development Manager is responsible for the overall management of the Economic Development Division. This class differs from the Community Development Director due to the level of experience required, complexity of work performed, supervision of staff, and responsibilities that focus on developing economic programs and projects in order to bolster the City's revenue base, workforce, and business sector.

EXAMPLES OF DUTIES:

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

- Acts as a liaison and builds strong relationships with local business owners, regional and county officials, and others in the economic development community such as educational institutions, non-profits, and businesses; markets City economic development programs to business, entrepreneurial, and civic/community groups; prepares and presents findings and recommendations to boards, the business community, and other groups; and facilitates and represents the City at meetings with members of the business community and general public.
- Plans, directs staff, and participates in major development projects including the preparation of appraisals, economic feasibility plans, financing plans, environmental documents, design plans, and technical studies required for planning, design, and development of commercial, retail, and residential improvement projects.
- Researches, analyzes, and prepares a variety of studies and reports on economic development including labor market trends; prepares, reviews, and evaluates requests for proposals, contracts, and scopes of work for economic feasibility; negotiates, prepares, and administers contracts and agreements; and researches and prepares complex grant and funding applications and proposals.
- Develops and monitors the budget for division programs and identifies potential resources and expenditures; discusses and resolves budget issues with appropriate staff; and implements adjustments as necessary.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Principles and practices of economic and business development including market analysis and methods for business attraction and retention; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret complex economic data and development reports, design plans, leases, agreements, contracts, and permits related to economic development projects and programs; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in economic development, business administration, real estate, public administration, urban studies/planning, or a closely related field.
- Five years of increasingly responsible experience in economic development, planning, and/or redevelopment, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 5, 2017