

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Economic Development Division within the Economic Development Department; to coordinate Economic Development Division activities with other divisions and departments; and to provide high complex staff assistance to the Economic Development Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Economic Development Director.

Exercises direct supervision over assigned professional and administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Direct, oversee and participate in the development of the Economic Development Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Economic Development Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline and high standards necessary for the efficient and professional operation of the Department.

Identify development opportunities; analyze feasibility of potential development projects; plan, organize and direct economic development activities; facilitate implementation of high priority and desirable private development projects.

Recruit business interests to the City; interface with developers interested in the City; conduct business outreach and marketing; develop related marketing materials.

Guide projects through the development approval process; assist with resolution of potential barriers; establish and maintain effective working relations and partnerships with outside interests including businesses, property owners, brokers, and others.

Coordinate the work of other departments, regional, state and federal agencies and organizations; interface with property and business associations, residential groups, owners and developers.

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Identify and pursue financial sources for economic development related activities; work with staff, developers, property owners and businesses on special projects and financial, incentive and retention programs; coordinate development agreements and other negotiations.

Direct new program development; oversee contract administration; develop program guidelines; research information and prepare data for studies and reports.

Make presentations to outside groups and the City Council; attend trade shows and meetings to market the City's economic development opportunities to potential interests.

Research and prepare technical and administrative reports; prepare written correspondence.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of economic development.

Current trends in real estate and development.

Sources of current funding for economic development.

Principles of public infrastructure improvements, land use and planning.

Principles and practices of community relations, marketing, and effective oral presentation.

Methods and techniques of report writing and contract administration.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations, codes and laws.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Modern office procedures and computer equipment.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and direct the economic development operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding the desk; walk and stand in office and field; perform simple grasping and fine manipulation; use telephone, communicate through written means and carry or lift weight of 10 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Analyze technical, financial, real estate and demographic reports.

Manage and coordinate projects involving City staff and community stakeholders.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

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Experience:

Five years of increasingly responsible experience in economic development, including two years of supervisory responsibility.

AND

Training:

A bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Planning, Economics or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and proof of automobile liability insurance are required.

1-13-2024 Approved Classification