

## **ECONOMIC DEVELOPMENT MANAGER**

### **DEFINITION**

Under administrative direction, to direct, manage, supervise, and coordinate the programs and activities of the Economic Development Division within the Community Development Department; responsible for the management and supervision of the professional, technical, and clerical staff of the Economic Development Division; manage and coordinate a variety of economic development, community development, and redevelopment programs such as business attraction and retention, expansion, public real estate acquisition and development; administer and supervise the housing programs of the City; ensure quality customer service to the general public; and perform related work as required. Excellent public relations skills are essential for the Economic Development Manager position. This position reports directly to the Director of Planning and Community Development.

### **MANAGEMENT RESPONSIBILITY**

This is a supervisory position overseeing the daily operation of the City's Economic Development Division responsible for managing, supervising, and coordinating the programs, activities, and staffing of the division. All work for the Economic Development Division is directed and coordinated by this position.

### **EXAMPLES OF DUTIES**

Provides supervision, direction, coordination, and training for the professional, technical, and clerical staff assigned to the City's Economic Development Division; assigns work related to redevelopment, community development, redevelopment, and housing to staff based on their abilities; manages and tracks the work load for the division; prepares complex economic/community/housing feasibility analysis and reports; prepares market demand trends pertaining to the development and redevelopment of project areas and sites; administers City's program for commercial and industrial growth; prepares economic and business conditions studies; prepares and evaluates requests for proposals, and requests for qualifications; assists with the preparation, and control of the economic and community development budgets; provides development policy analysis; assists in the development and implementation

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### **EXAMPLE OF DUTIES (cont.)**

of a comprehensive downtown and community development revitalization programs; monitors consultants to ensure project completion within estimated costs and time schedules; monitors federal and state legislation and develops advocacy positions related to economic and community development issues; makes recommendations on the City's long-range economic and community development plans; represents assigned functions with City staff and other governmental agencies as delegated; works closely with the Planning Manager.

### **SPECIAL REQUIREMENTS**

Possession of an appropriate California driver's license.

### **EMPLOYMENT STANDARDS**

Knowledge of:

- Modern principles, practices, and techniques of private and public property development including finance, appraisal, market analysis, and property acquisition.
- Community Development process with respect to housing, capital improvements, redevelopment or other areas.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State and Federal laws, rules, and regulations affecting the City's housing, and its community and economic development programs.
- Public sector finance techniques and private sector lending requirements.
- Principles of local government organization and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate and direct the City's Economic and Community Development programs and activities.
- Manage, supervise, train, and evaluate the professional, technical, and clerical staff of the Economic Development Division.

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### EMPLOYMENT STANDARDS - (cont.)

- Assist with formulating, implementing and evaluating the City's economic development/revitalization and community development projects.
- Organize, prioritize, and coordinate the workload of the division, assign work according to staff's work abilities.
- Mentor and provide clear guidance to the division staff.
- Function as the "Team Leader" for the division.
- Write clear and concise staff reports, correspondence, and other related writing assignments.
- Communicate effectively orally and in writing.
- Determine the availability and magnitude of public financing.
- Demonstrate financing needs of potential and proposed development projects that provide a basis for the Agency to negotiate development agreements.
- Direct the preparation of complex financial statements and reports.
- Function as a project manager on major development projects.
- Research, collect, and analyze information related to Community and Economic Development functions.
- Interpret, explain, apply, and enforce a variety of laws, regulations, and guidelines.
- Effectively represent the Economic Development functions of the City to the general public, organizations, and other city, county, state, and federal government agencies.
- Effectively maintain a working relationship with other City's divisions and departments.
- Evaluate staff performance and provide positive and corrective guidance when necessary.
- Handle personnel issues in a professional and timely manner.
- Assist with the preparation and administration of division's budget.

and

**Training and Experience:** Any combination of training and experience that would provide the required knowledge and abilities may qualify. A typical way to obtain the knowledge and abilities would be:

**Education:** Graduation from an accredited "four" year college or university with major course work in urban planning, real estate development, business, public administration, or closely related field. A Master's degree is preferable but not required.

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### **EMPLOYMENT STANDARDS - (cont.)**

Work Experience: Five years of progressively responsible economic developed and/or redevelopment experience for a municipal agency in California. Varied and well-rounded experience in economic development, community development, redevelopment, and housing is preferable. Also, a familiarity or experience with mixed-use, work-live, urban/downtown housing, and transit-oriented development is preferable.

This position requires two years of experience in a supervisory, managerial, or administrative position working for a municipal agency. A Master's degree in a related field may substitute for one year of the supervisory experience.

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