



ECONOMIC DEVELOPMENT MANAGER

AGENCY/DEPARTMENT:

Economic Development/Economic Development

Approved By HR Director: *Linola Matthews*
Date Approved: 3/21/06
Date of Last Revision: N/A

Reports to: Economic Development Director
Supervises: Various

JOB SUMMARY: Under administrative direction, manages the staff and activities of departmental programs including business retention/expansion/attraction and workforce development; serves as a coordinator for major Economic Development projects; prepares studies and reports; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is responsible for managing and administering the programs and staff activities of the Economic Development department. It is distinguished from the Economic Development Director by the latter's agency-wide responsibility for the Economic Development department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, and supervises major economic development and business retention, expansion, and attraction projects; develops and implements programs to stimulate commercial and industrial development in the City.
2. Liaisons with organizations, private businesses, developers, brokers, public agencies, property owners, and the general public to promote and facilitate economic development activities.
3. Prepares and reviews reports to be presented to City administration, commissions, and City Council.
4. Assists in the preparation of agenda items for City Council review.
5. Plans and participates in trade missions.
6. Meets with developers of major projects and other City staff to identify and resolve planning needs.
7. Coordinates Economic Development programs and activities with other City departments.
8. Writes grant applications for federal and state loan programs.
9. Identifies sites for business development.
10. Oversees the development and revision of economic development informational materials.
11. Participates in the development, revision, and maintenance of departmental procedures.
12. Conducts complex research studies and prepares and presents reports.
13. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's degree or equivalent in Business Administration, Marketing, Public Administration or Political Science or closely related field.

EXPERIENCE: 5 years of professional experience in economic development, real estate, marketing, and/or public relations; including 2 years of economic development project management.

KNOWLEDGE OF:

- Advanced principles and practices of economic development programming and administration.
- Principles and techniques of public relations, marketing, and promotion.
- Applicable federal, state, and local laws, codes, and regulations governing urban economic development.
- Federal, state, and local resources for economic development.
- Economics of real estate development.
- Principles of finance, marketing, business management, and grants application as it relates to economic development.
- Developing long- and short-range plans and programs.
- Principles and techniques of supervision, training, and evaluation.
- Research methods, data compilation, and report presentation techniques.

ABILITY TO:

- Plan, organize, direct, and evaluate a comprehensive economic development program.
- Analyze, assess, develop, implement, and evaluate programs to meet community and departmental needs.
- Interpret, explain, and ensure compliance with applicable federal, state, and local laws, codes, and regulations governing economic development activities.
- Manage and prioritize multiple programs and projects while meeting schedules and time lines.
- Plan, establish, implement, and evaluate department goals and objectives
- Analyze, monitor, and control budget expenditures
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental processes and procedures.
- Deliver quality customer service; ensure professional work standards are met.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively both orally and in writing.
- Exercise tact and diplomacy when dealing with the public.
- Establish, maintain, and foster positive, harmonious and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

DESIRABLE:

- Master's degree in Business Administration, Marketing, Public Administration or Political Science or related field.

FLSA Exemption Status: Exempt

Employee Unit: # 3, Management

DOT Program Participant: No

Job Family: Economic Development

Class Progression: Economic Development Specialist
Economic Development Coordinator
Economic Development Manager
Economic Development Director