

BUSINESS DEVELOPMENT MANAGER

Job Summary:

Under general direction of the Economic Development General Manager, manages one or more major programs relating to business and employment development; performs related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, directs, organizes, and evaluates the work of professional and clerical staff and consultants in business and employment development programs, including marketing, that are designed to facilitate business attraction, retention, and expansion activities that maximize employment, sales tax revenues, and property tax revenues.
2. Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained and informed; and making hiring, termination, and disciplinary recommendations.
3. Evaluates, negotiates, makes recommendations, implements, and administers complex agreements concerning business entities' requests for financial assistance from the Redevelopment Agency and/or City Council and, when applicable, their related subcommittees.
4. Develops and implements action steps of the City Council-approved Economic Development Strategy, including the business visitation program and business workshops, seminars, and awards programs.
5. Establishes and maintains communication/coordination as the management staff liaison to various community-based organizations, external agencies, committees, associations, citizens, and/or other interested parties to promote and facilitate business and employment development.
6. Directs the preparation and review of staff reports, letters, memos, and/or other related correspondence.
7. Manages the City's Summer Youth Employment Program, Youth Employment Services Program, and other programs and activities designed to provide jobs and job assistance for Carson residents, including large-scale recruitment projects and job fairs.
8. Prepares, administers, and monitors the Business and Employment Development Divisions' budget.
9. Attends, speaks at and/or participates in a variety of conferences, seminars, conventions, meetings, and workshops to further the City's business and employment development efforts and to become better versed in business and employment development techniques and programs.
10. Directs, prioritizes, and participates in the preparation of complex studies, and comprehensive technical reports concerning all aspects of current and proposed projects and activities.
11. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in public or business administration or related field and five (5) years of full time, paid professional experience in business and employment development, including two (2) years at a supervisory level. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles of economics, business, redevelopment, employment development, marketing, public relations, and land use planning.
- Applicable federal, state, and local laws, codes, rules, regulations, policies, and procedures.
- Principles of management, supervision, and training.
- Negotiation techniques.
- Research methods related to business and employment development and redevelopment.
- Redevelopment, real estate acquisition, and real estate financing.
- Interpersonal skills using tact, patience, and courtesy.
- Basic budgeting practices and procedures.
- Basic purchasing practices and contract administration.
- City organization, operations, policies, and objectives.
- Personal computer software and hardware.
- Office practices and procedures.
- Cost analysis.
- Effective methods of report presentation.

Skill and/or Ability to:

- Train, monitor, and evaluate employees.
- Prioritize and direct work assignments.
- Negotiate agreements for financial assistance and for sale or lease of land.
- Develop and administer budgets.
- Negotiate and manage agreements and contracts.
- Establish and maintain effective working relationships with others.
- Interpret, apply, and explain city policies and procedures relating to business and employment development.
- Maintain accurate records and prepare clear and concise reports.
- Identify and analyze problems and take effective corrective action.
- Compile, analyze, and evaluate data.
- Effectively communicate orally and in writing.
- Make effective oral presentations.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Perform work, which is primarily sedentary.

- Is subject to inside and outside environmental conditions.
- May be required to use personal and/or City vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.