

ECONOMIC DEVELOPMENT GENERAL MANAGER

Job Summary:

Under general direction of the City Manager, plans, leads, and oversees a broad range of economic development programs, including, but not limited to, planning, redevelopment, housing and neighborhood development, employment development, and business development; meets with potential investors, developers, and businesses to encourage investment in the City through redevelopment, business, employment, and housing development; serves as liaison with local, state, and federal economic development agencies and brings various program activities together under a Citywide coordinated and planned economic development strategy. Administers and directs a comprehensive economic development program in accordance with overall strategy; formulates and recommends policies, regulations, and practices for carrying out the program. This is an unclassified, at-will position.

Essential Duties and Responsibilities:

(The City reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Leads, plans, organizes, implements and controls a variety of economic development projects and activities related, but not limited, to planning, redevelopment, housing and neighborhood development, and employment and business development; oversees staffing and operation of various programs including, but not limited to, the City's Mobile Home Rental Review Board and the Community Development Block Grant Program, current, advanced, and environmental planning.
2. Promotes economic development within the community.
3. Participates as a member of the City Manager's executive management team to review and develop overall approaches to the City's long-range plans and priorities.
4. Supervises employees, which includes prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary actions.
5. Plans, coordinates, implements, controls, and evaluates the policies, procedures, strategies, work standards, and strategic goals for the Economic Development work group; maintains, updates, and ensures procedural compliance for mandated programs.
6. Serves as a senior management staff liaison to various commissions and subcommittees, community-based organizations, external agencies, committees, associations, citizens, and/or other interested parties.
7. Leads the preparation and review of staff reports, letters, memos, and/or other related correspondence.
8. Leads the preparation of the Economic Development work group budgets, financial reports, and capital improvement budgets; monitors revenues and expenditures.
9. Facilitates, leads, and/or participates in meetings and committees; represents the work group and the City at meetings and conferences; serves as a liaison between work groups, external organizations, the general public, and other agencies.
10. Develops Citywide administrative policies and strategic goals.
11. Acts as City Manager, in rotation with other General Managers, in the City Manager's absence.
12. 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 administration, business administration, economics, urban planning, or related field and seven (7) years of full-time senior management experience in economic development in a government environment. A master's degree in a related field is preferred.

Knowledge of:

- Principles and practices of economic development and its components, including, but not limited to, financing, site selection, business outreach and recruitment, existing business expansion, and redevelopment, development entitlement assistance, employment development, and housing development.
- Basic governmental accounting, budgeting, and finance principles and practices.
- Applicable state, federal, and local ordinances, redevelopment and housing laws, rules, and regulations, including California redevelopment law.
- Methods of financing buildings, sites, and equipment.
- Management and leadership principles, including performance measurements.
- Public administration and governmental operations.
- Applicable local, state, and federal laws, codes, policies, procedures, rules, and regulations.
- Program development and administration principles and practices.
- Personal computer software and hardware.
- Effective methods of report presentation.
- Budget preparation, control, and management.
- Effective oral and written communication principles and practices.
- City organization, operations, policies, and objectives.
- Basic principles of personnel administration.
- Contract administration principles and practices.

Skill and/or Ability to:

- Lead and control the work of technical and professional staff.
- Develop a master plan consistent with the needs of the community.
- Work closely with management consultants, industrial realtors, Chamber of Commerce, and other agencies aimed at achieving the necessary services for industrial prospects.
- Negotiate redevelopment financial transactions.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints.
- Represent the City at meetings, conferences, and special events.
- Effectively communicate orally and in writing.
- Establish and maintain effective working relationships with others.
- Make effective oral presentations.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Effectively interface with state and federal regulatory agencies responsible for clean-up of brown field and contaminated properties.

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:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Are subject to inside and occasional outside environmental conditions.
- Attend evening meetings, work weekends and/or travel within and out of City boundaries on City business.
- Participate on the City's emergency response team.
- Operate a personal computer and other office equipment.
- Use a City and/or personal vehicle in the course of employment.