

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: ECONOMIC DEVELOPMENT PROGRAM COORDINATOR

DEFINITION:

To perform, manage, coordinate, and implement diverse, complex, and multiple economic development programs and projects for the City; to act as project manager providing professional and responsible liaison activities as a representative of the City's interests with businesses, other governmental agencies, developers, and individual citizens; to develop and administer budgets for assigned programs and projects; and to provide relevant and program and project related information and advice to the public, members of the business community and internal city departments.

DISTINGUISHING CHARACTERISTICS:

This is a single level class where employees within this class perform the full range of economic development project management duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. is the advanced journey level classification in the Permit Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND SUPERVISED:

Receives direction from an assigned manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Plan, organize, administer and manage economic development activities which includes the design, financing and construction of specific capital improvement projects; promote the economic vitality of the City through business retention and recruitment; and encourage and facilitate private and public investment in new development and adaptive reuse of existing real estate.
- Monitor, document, and report on the progress of work related to assigned economic development projects on a regular and on-going basis to ensure that established budget, timelines, and standards of quality within contractual obligations are being met; communicate any deviations, issues, and/or concerns to Division Manager in a timely manner; provide recommendations for action.
- Act as a technical and knowledgeable resource to management and conduct necessary research regarding proposed and/or current economic development projects; locate resources, conduct feasibility studies, evaluate development finance analyses, and participate in the planning and permitting oversight as designated and assigned.

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- Identify creative ways to solve problems; be a strategic thinker and leverage resources; and build working partnerships.
- Participate in the disposition of properties owned by the City, which may include research and preparation of property profiles; identification of predisposition issues to be resolved; working with appraisers, real estate brokers, and attorneys; maintaining a high level of confidentiality; marketing property; and negotiating terms for the sale.
- Work with developers to advance their plans for infill development projects and provide statistics and information, make presentations, lead property tours and redevelopment, make introductions to helpful resources and networks, and facilitate interfacing with other City departments as necessary.
- Participate in, or lead the formation of, public financing districts (e.g., community facilities, infrastructure financing, business improvement districts), and/or establishment of other mechanisms to finance public infrastructure.
- Perform research and/or data gathering activities; analyze and interpret data; prepare reports and recommendations regarding economic conditions and/or economic development activities. Data sets may include demographic trends, economic indicators, tourism statistics, property inventories, real estate transactions, public and private investment, and business needs.
- Interpret and explain City policies and standards to members of the business community and the general public; provide information regarding economic development matters; provide business advocacy services and serve as staff liaison with business owners, tenants, developers and members of the public to facilitate business retention, expansion and attraction and new investment.
- Represent the City's mission, goals, and objectives to the developers, business and property owners, other governmental agencies, funding organizations as well as the general public when conducting economic development business; conduct public meetings/presentations for the purpose of conveying information and/or eliciting information and input from affected citizens.
- Maintain contact and provide ongoing progress/status reports of assigned projects to affected citizens and the general public; participate in troubleshooting and problem-solving activities related to potential negative impact of assigned projects on City businesses, residents, and/or other public/private services; initiate and coordinate the delivery of necessary resources to assist in the successful resolution of problem situations.
- Represent the Community Development Department/Economic Development Division in presentations to City Council, boards, commissions, and community groups; and in interdepartmental, community and/or professional meetings; answers questions and provide information and assistance to the public in person, over the telephone, and in writing.
- Coordinate, oversee and participate in the preparation of a variety of written communications including analytical reports, marketing and promotional materials and correspondence; prepare and direct the preparation of graphic materials.
- Review, analyze and implement new and/or proposed legislation as it relates to economic development needs and priorities; assist in determining the effect of said legislation on the City; make recommendations on legislative activities and initiate necessary responses to ensure compliance and/or advocacy as appropriate.
- Identify and coordinate grant and other outside funding opportunities; receive and process grant applications; evaluate applications and participate in the selection, administration and ongoing monitoring of grantees.
- Confer and coordinate with other City departments on assigned project management and administrative issues; develop written recommendations, make oral presentations to higher level management or outside agencies.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion and collaboration.

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- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of economic development.
- Urban design and planning principles and practices.
- Principles and practices of project management.
- Relevant environmental assessment regulations.
- Real estate development financing.
- Public financing.
- Standard and accepted research and report writing techniques.
- Standard and accepted principles and practices of municipal operations and its administration and organization.
- Pertinent sources and availability of information.
- Standard and accepted techniques and methods of report presentation.
- Standard and accepted principles of government financial administration to include public budgeting and reporting requirements and best practices.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Understand, interpret and explain pertinent federal, state, and local regulations and guidelines related to economic development.
- On an ongoing basis, know and understand all requirements and essential aspects of the job including laws, regulations, rules and codes related to area of assignment; intermittently access, review, and adjust and enter data on documents and reports; interpret technical and numerical information; train and explain processes to others; when so assigned, observe performance and input into review and evaluation of the work of others; problem solve issues related to area of assignment; remember various processes and requirements; interpret and communicate information.
- Remain in stationary position for long periods of time at a desk, table, counter or while driving; intermittently move, traverse and position self while performing work activities and to reach needed items; position self to adjust office equipment or to access low or high items; manipulate operate and activate office equipment and office tools; and move or transport weight of 10 pounds or less.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, recommend appropriate course of action, and initiate action per directives.
- Direct, manage and coordinate economic development activities and related projects.
- Analyze a variety of complex data including economic studies, financial statements, proformas, sources and uses of funds, marketing studies, plans, specifications, and bid packages.

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- Successfully communicate and interact with individuals and groups at all organizational and social levels; instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests.
- Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner.
- Secure cooperation and teamwork among all affected and interested parties.
- Schedule, coordinate, and prioritize the work of self and others in a timely and proactive manner.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in urban planning, economics, public financing or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in public or business administration is desirable.

Four (4) years of progressively responsible experience performing program management and/or project coordination duties in economic development, redevelopment, planning, and/or community development.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business hours including evenings and weekends and the ability to travel.

Employment Type: Full-Time Classified
Bargaining Unit: AMP
FLSA Status: Exempt
Established: TBD