



Classification Specification

CLASS TITLE: Economic Development Manager

DEFINITION: Under general direction, administers and provides highly responsible, professional leadership for the planning and implementation of the City's economic development division including proactive business recruitment, expansion and retention; creation and implementation of long-range economic development strategies; serving as the City's business liaison; and coordinating development programs and activities with other departments and outside agencies to foster a vibrant economy and City tax base. Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: The Economic Development Manager position reports to the City Manager or his/her designee. This single position management classification is the division head responsible for day-to-day economic development functions and projects including the direct supervision and direction of professional, technical and clerical staff. The successful candidate will have a proven track record of economic development accomplishments, and an aptitude for navigating complex community issues and creative problem solving. S/he is expected to exercise a high degree of independent judgment and discretion in the planning, development, implementation and monitoring of economic development initiatives and programs for the City. The individual must be able to build and maintain productive relationships with co-workers, policy makers and community stakeholders, and exhibit clear communication, professionalism and a commitment to public service at all times.

TYPICAL TASKS: Example of duties may include, but are not limited to:

1. Plans, organizes, manages, and establishes priorities for the economic development functions and programs to further City goals and policies.
2. Update the City's Economic Development Strategy and prepare an action plan to implement the strategy to achieve the City's economic goals for a healthy and sustainable economy, including proactive strategies to attract targeted new business to fill leakages and diversify the employment base.
3. Serve as the City's liaison with the business and development community to help businesses navigate City processes, supply useful data and provide referrals and introductions to helpful resources, with a focus on business retention, expansion and attraction.
4. Work closely with the Chamber of Commerce, Downtown Association and other business and industry groups to understand issues and concerns the City can help address, and serve as ombudsman for corporate and small business concerns.
5. Work actively with the real estate community to track and evaluate real estate trends and identify key opportunity sites; and link potential sites and contacts to business and development interests.
6. In coordination with the City Property Manager, participate in development process of excess City properties; facilitate and negotiate public-private agreements and transactions, in furtherance of the City's economic development goals.
7. Gather and analyze data related to the economic climate in the city and region; prepare data for dissemination to the governing bodies, media and public.
8. Coordinate special studies and provide overall direction to the planning and review of economic development proposals; and coordinate the review process with other agencies, divisions and city departments.

9. Prepare or oversee the preparation of staff reports, resolutions, policies, research reports and other materials for presentation to the City Council, advisory bodies, and community groups.
10. Prepares and administers the budget for the division.
11. Regularly participate in development application review meetings with City departments and provide feedback as it relates to desired economic development outcomes; and help facilitate key development projects as appropriate.
12. Represents the economic development function to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as appropriate.
13. Supervise, direct, coordinate, review and participate in the work of professional, technical and support staff; assign, monitor and evaluate work performance; interpret City policies and procedures to employees; and establish work priorities, schedules and standards.
14. Analyzes and recommends improvements to existing services and operating systems of the division; develops and maintains systems and records that provide for proper evaluation, control, and documentation of division operations.
15. Oversees the Successor Agency (to the former redevelopment agency) administrative duties to ensure compliance with State regulations.

MINIMUM REQUIREMENTS:

Experience/Education: A typical way to obtain the required knowledge and abilities is: Four years of increasingly responsible project management, supervisory or administrative experience in economic development; and a Bachelor's degree from an accredited college or university with major course work in public or business administration, urban planning, economics, architecture or a related field.

Knowledge of: Principles, issues and practices of economic development, planning and permitting processes; principles of land use economics and commercial real estate acquisition and development; pertinent local, State and Federal laws, rules and regulations including redevelopment wind-down statutes; budget and contract management; practices and methods of supervision, training techniques, leadership, organizational and operational control; principles and practices of city, county and regional; marketing and promotional techniques; negotiating public-private partnerships and agreements; general principles of effective administration and budget preparation.

Ability to: Organize, direct and coordinate the activities of the Economic Development Division; plan, revise and implement sound economic development programs for the City; gain cooperation through active listening, thoughtful discussion and creative problem solving during sensitive negotiations; develop, control and administer division budget and expenditures; plan, direct, coordinate and supervise the work of professional and technical staff including monitoring work schedules and evaluating work performance; coordinate multiple projects and activities and meet critical deadlines; analyze problems, identify alternative solutions, and project consequences of proposed actions and methods of action; use standard word processing, spreadsheets and data base software; interpret and apply City policies, procedures, rules and regulations; communicate clearly and concisely, both orally and in writing; prepare and present comprehensive reports; establish and maintain effective working relationships with those contacted in the course of work; and, exemplify an effective service attitude with the public and co-workers.

Special Requirements: Possession of a valid California Class C Driver's License and a satisfactory driving record. Independent travel is required. Willingness to attend evening and weekend meetings or events outside of normal working hours.

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a

EXHIBIT A

computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

Attest: _____
Assistant Human Resources Director

Date established: July 2010
Revised: March 2017
FLSA Exempt
Class Code: 50430