



## Economic Development Manager

### Definition

Under general direction, the position is responsible for developing and administering the City's Economic Development Programs. The position also oversees economic development activities and does related work as required.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Administers and implements economic plans, programs and policies.

Coordinates and prepares financial and technical reports and budgets.

Staffs and coordinates the activities of the Economic Development Committee.

Functions as a liaison with the Chamber of Commerce and other professional economic organizations.

Meets with potential investors and developers to secure their participation in City projects.

Represents the City at public hearings, community meetings and conferences.

Recommends and oversees the use of consultants and outside professional service providers.

Coordinates and recommends project activities including real estate acquisition and disposition, relocation, demolition, eminent domain actions, building construction and rehabilitation, property management and project improvements.

Develops and maintains relationships to provide information on vacant or underutilized commercial, office and industrial land and tenant spaces.

Develops attraction and retention programs for retail and commercial development.

Works with property owners and prospective tenants and developers to match available properties with desired commercial business activities.

Supervises and/or coordinates with staff performing duties relating to economic development activities.

Works with other City departments and divisions to ensure that projects are progressing.

Performs related duties as required.

### **Qualifications**

#### **Knowledge of:**

Principles, practices and legal requirements of redevelopment, housing, finance and economic development.

Federal, state and local laws pertaining to redevelopment programs.

Financial reporting and budget preparation.

Statistical and research methods.

#### **Ability to:**

Interpret and apply existing federal, state and local laws and regulations.

Identify appropriate methods to provide effective and efficient economic development programs.

Negotiate contracts.

Analyze economic studies, financial statements, marketing studies, plans, specs and bid documents.

Speak and write clearly and concisely.

Prepare reports and budgets.

Work effectively with City employees and representatives of outside agencies, businesses and the community.

Present economic development information to Council and the business community.

Work independently and exercise independent judgment.

#### **Education and Experience**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from college with a degree in urban planning, business or public administration, economics or closely related field. Advanced degree is highly desirable.

Four years of increasingly responsible experience in the administration of redevelopment, economic development and/or land use planning programs with at least two years of responsible project management experience.

**Licenses and Certifications**

Possession of, or ability to obtain, a valid California driver's license.

FLSA: Exempt  
Est. 6/2006  
Rev. 6/2012