

ECONOMIC DEVELOPMENT PROGRAM MANAGER

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DEFINITION

Under general direction, supervises and participates in the planning, development, coordination, negotiation and implementation of economic development projects and programs, ; performs related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by the development and coordination of activities in functional areas; it is distinguished from that of lower classes by the level and assignment of supervisory, managerial, and administrative responsibilities. Managerial responsibilities may focus on programs, projects, and related research, analysis, and operations, as well as oversight of consultants.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. Represent the City in local Chamber of Commerce, business groups and associations, and business districts.
2. Processes program applications and engages in program administration and monitoring, including issuance of payments and verification of work completed.
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4. Analyzes proposed real estate development projects including participation and input from developers, property owners, brokers, and business end users.
5. Provide direct technical assistance to individual businesses by facilitating permit approval processes and by initiating and coordinating inter-departmental review and communication.
6. Manage economic and community grants and financial assistance programs to promote economic growth and vitality.
7. Create public reports for and deliver public presentations to City Council, other boards and commissions, and other public groups and forums.
8. Provide staff support to boards, commissions, and advisory panels.
9. Research and analyze economic data on local business sectors and other economic activity; identify important findings and make recommendations to improve and enhance local business climate.
10. Initiate, develop, coordinate, and produce special events and workshops.
11. Coordinate with local school districts, training programs, and local businesses on workforce development initiatives.
12. Performs general administrative activities, including the preparation and administration of budgets, grants, contracts, agreements, reports, correspondence and related materials.
13. Develop print and digital marketing materials and strategic marketing campaign initiatives.
14. Supervise or provide liaison and staff support to City commissions, task forces and non-profit agencies.

Other Duties:

15. Performs related duties as assigned

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.
- Travel to City work sites and locations to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Thinking, focusing, and concentrating to prepare and complete assigned tasks

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field.

Experience: Four years of progressively responsible experience in economic development

Knowledge

Understanding of real estate development and real estate financing. programs and resources for economic development and business development; public/private sector approaches and techniques to stimulate and promote economic development; applicable laws, regulations, and codes.

Ability

Ability to effectively develop, organize, implement development projects and programs; effectively solicit and coordinate input and participation from businesses, business groups and associations, and target populations; interpret and apply state, federal and local laws and regulations related to economic development activities; interpret, apply and explain established policies and procedures; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate economic development priorities and programs effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.