

ECONOMIC DEVELOPMENT DIVISION MANAGER

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DEFINITION:

Under general direction, leads, implements, executes and manages the division of Economic Development within the Base Reuse and Economic Development Department which may include business attraction and retention, Chamber and Business Association partnerships, guaranteed basic income, façade improvement and special event grant programs, public art programs, and other related work as required. This position reports directly to the Base Reuse and Economic Development Director.

DISTINGUISHING FEATURES:

Work in this class is characterized by the innovative approach required to successfully address the City's economic development needs and challenges. Working closely with the Base Reuse and Economic Development Director and City Manager, the incumbent will foster interactive and dynamic relationships with prospective and existing business partners, community-based organizations, City officials, financial institutions, residents, community groups, other governmental agencies and City staff.

EXAMPLES OF DUTIES:

1. Manages the development, implementation and evaluation of economic development programs.
2. Reviews and evaluates economic development program goals, objectives and strategies and recommends changes to programs, policies, or procedures that will facilitate ongoing success.
3. Coordinates economic development activities and serves as liaison to other City departments, outside agencies, and business and community groups; provides information and assistance regarding economic development matters, policies and procedures.
4. Facilitates the attraction, retention, growth and success of Alameda businesses through active engagement, business assistance, and provision of information, marketing and outreach; develops and implements strategies to assist with business growth, expansion and retention.
5. Ensures compliance with applicable federal, state and local laws, regulations and court rulings.
6. Manages financial resources from state, local and federal sources in compliance with applicable laws for use of funds.
7. Identifies and pursues grant and funding opportunities that leverage City resources for economic development activities; oversees procurement and administration of economic development grants and contracts.
8. Directs the administration and supervision of a variety of grants, loans and other funding to ensure compliance with programmatic and reporting requirements.
9. Assists in the planning and direction of complex and comprehensive community assistance, business assistance and neighborhood and commercial rehabilitation programs and related activities.
10. Serves as staff for a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
11. Provides responsible staff assistance to the City Manager as it relates to real-estate transactions and economic development activities.
12. Responds to and resolves difficult and sensitive citizen and business inquiries and complaints.

13. Reviews, analyzes and prepares reports and other correspondence on all activities and transactions related to assigned projects, and provides timely information and status updates on assigned projects.
14. Prepares and presents comprehensive administrative, fiscal, statistical and technical studies, reports, evaluations, specifications and correspondence as required.
15. Develops, recommends and maintains accurate and current project budgets; manages cost and quality controls in all project activities.
16. Supervises, trains and evaluates assigned staff.

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 four-year college or university with major course work in Urban Planning, Economics, Public or Business administration or an equivalent. A related Master's degree is desirable.

Experience: Five years of progressively responsible experience managing economic development programs or activities at least two of which shall have been in a supervisory capacity.

Knowledge

Knowledge of principles and practices of economic development program administration and business assistance activities; marketing objectives, strategies and tactics for economic development activities; public-private business partnerships; financial management practices and procedures relating to business and industrial development; business improvement districts and other public finance mechanisms; principles and practices of negotiation; methods of grant writing and grant administration; economic development policies, methods of identifying and resolving problems related to staffing, budgeting, supervision, training and employee relations; and principles and practices of supervision.

Ability

Ability to effectively plan, organize and direct Economic Development programs and activities; develop effective working relationships with businesses and business associations, governmental agencies, and diverse community groups, boards and commissions; supervise, train and evaluate the work of others; communicate clearly and concisely; establish, interpret and explain policies and procedures; interpret and effectively apply pertinent aspects of Federal and State laws and regulations; develop, implement and direct a variety of economic development programs; participate in the Department's Senior Management Team; accurately analyze situations and problems related to projects, identify solutions, consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations; train and evaluate the work of staff in a manner conducive to independent judgment, high performance and personal accountability; interpret and explain laws and regulations related to economic development programs.

Special Requirements

Willingness and ability to work outside regular scheduled hours to meet operational needs as this position requires attendance at meetings, including ones that will be conducted during evening hours

and/or on weekends. This position requires irregular work hours as necessary to meet deadlines and achieve objectives.

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.

Revision History

Revised July XX, 2024

Previously approved by C.S.B: October 12, 2005