

## CITY OF RIVERBANK

### ECONOMIC DEVELOPMENT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, plans, organizes, coordinates, and performs management level economic development and redevelopment activities, including industrial office, commercial attraction and retention, public improvement projects, business recruitment, and business retention; performs complex work in coordinating economic development strategies and programs within the Housing and Economic Development Department; coordinates the economic development program activities; serves as a technical resource for the Director of Housing and Economic Development, the City Manager and the City Council; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Economic Development Manager** is a management level class responsible for overseeing, directing, and coordinating activities related to community revitalization, business attraction, job creation, economic development, and redevelopment. This classification is distinguished from the next higher classification of the Director of Housing and Economic Development in that the latter is responsible for overseeing all functions and operations of the Housing and Economic Development Department.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Housing and Economic Development. Exercises direct supervision over professional, technical, and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accepts management responsibility for all of the Economic Development Division's related activities and services, including industrial office, commercial attraction and retention, public improvement projects, business recruitment, and business retention; coordinates services with other departments.
- Develops, implements, and maintains the Economic Development Division's goals, objectives, policies, and priorities for appropriate service areas; ensures that established goals and priorities are achieved; develops strategies to stimulate economic development within the City.
- Plans, directs, assigns, and coordinates the Economic Development Division's work plan through appropriate division staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Reviews and evaluates service delivery methods and systems, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Oversees the selection, training, and evaluation programs for Division personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; executes disciplinary action and recommends termination procedures.
- Plans, organizes, and coordinates work plans related to economic development, redevelopment, and special project activities; maintains appropriate work records and documents; prepares statistical or analytical reports on operations as necessary; performs and/or oversees the performance of property identification and feasibility assessment.
- Represents the City and provides guidance to potential developers/investors of property, business owners, and other groups interested in economic development.
- Develops policies and procedures; recommends programs, projects, and work assignments to the Director of Housing and Economic Development, City Manager, and City Council; develops and maintains short and long-range economic development program plans for assigned areas; ensures compliance with applicable rules, policies, and procedures.
- Assists in the development or develops marketing and public information strategies for City, business community, and regional economic program activities; coordinates consultant services, solicitations, and analysis of development proposals and negotiations of development agreements.
- Coordinates redevelopment program activities such as project area planning, cost-benefit analysis, redevelopment plan composition, fund and bond financing, and the utilization of special consultants to the department.
- Facilitates public information programs to obtain the understanding and support for economic development and redevelopment programs.
- Coordinates with other agencies involved in economic development activities to develop and implement multi-agency strategies and initiatives; consults with and assists employers in developing business plans.
- Provides technical and professional advice; prepares and coordinates reports and presentations on economic development issues for City Council, community groups, and other public agencies; compiles and monitors economic development information and trends; reviews and approves economic development services documents; fulfills reporting requirements; responds to program audits and inquiries; develops corrective action and monitors results.
- Manages special projects relating to economic and business development from program inception through implementation; coordinates the work of consultants, committees, and staff in the completion of complex program activities.
- Maintains contact with appropriate federal, state, and local agencies regarding employment and economic development issues, including changes in legislation, rules, or regulations.

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- Organizes, attends, and serves the City's interests at public, community, and special interest meetings, as well as civic and legislative events; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups, and the public; establishes and maintains a customer service orientation within the program.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Economic Development Manager**. A typical way of obtaining the required qualifications is to possess five years of increasingly responsible experience in economic development, redevelopment, business development or related area, including two years at a supervisory or management level, and a bachelor's degree in business administration, public administration, or a related field. Possession of a master's degree is desirable.

#### **License/Certificate:**

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

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Principles, practices, and techniques of redevelopment, economic and business development management and administration; principles and practices of land disposition and development; principles and practices of program and budget development, administration, and evaluation; feasibility assessment methods of property development, including finance, acquisition and title,

development regulations, appraisal, and market analysis; principles of contract administration; grant writing and funding application processes; applicable federal, state, and local laws, codes, and regulations, including enterprise zone legislation and labor laws; methods and techniques used in research, trends analysis and strategic plan development; methods and techniques of supervision, training, and motivation; research methods and report preparation and presentation; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, direct, manage, assign, and coordinate the work of the Economic Development Division; coordinate multiple projects, initiatives, and cooperative ventures; participate in the establishment of departmental goals, objectives, and methods for evaluating achievement and performance levels; analyze complex economic and business development data, evaluate alternatives, and reach sound conclusions; write and administer a variety of economic development and redevelopment grants; plan, organize, monitor, evaluate, direct, and train staff; work with the public and discuss problems and complaints tactfully, courteously, and effectively; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications.