

**ECONOMIC DEVELOPMENT PROJECT MANAGER**

DEFINITION

Under limited supervision, performs sensitive and complex professional level work to enhance the economic development projects of the City; researches, writes, and assists in the writing of staff reports related to various economic activities; performs professional work in the areas of economic development, business recruitment, and retention; evaluates, and assigns applications for various permits, development plans, and similar documents; provides highly responsible and technical staff assistance; performs related duties as required.

CLASS CHARACTERISTICS

This class reports directly to the Community Development Director. The incumbent is responsible for providing highly technical and complex professional assistance in matters relating to the City's economic development projects.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Plans, organizes, directs, and participates in the development and implementation of a pro-active business retention and attraction program that expands business opportunities; provides support to the City's Business Development Center.

Coordinates economic development projects with various City departments; identifies target companies; contacts target companies and attracts them to the City; negotiates financial assistance agreements and other incentives if necessary; advises businesses regarding available incentives and benefits; prepares staff reports describing agreements.

Develops and implements public relations and marketing programs and materials to communicate and promote the City to prospective businesses through trade shows, publications and exhibits.

Researches and maintains a variety of information regarding properties, economic, environmental and land planning data within the City and provides this information to interested parties.

Ensures that economic development programs are consistent with City goals, policies and procedures; provides consultation for prospective businesses.

Provides multifaceted assistance to the Director in terms of economic and redevelopment projects; assists in the preparation of agenda items for the City Council (economic development related) and other Committees as related; assists in preparing and monitoring department budget.

Supervises, trains and evaluates technical support staff in current economic activities.

Represents the City, as assigned in relation with the community, committees, local, county, state, and federal agencies, other community development departments, and professional organizations.

Provides technical advice to the City Council, City Administrator, Community Development Director, other City departments, and civic groups on economic development and business recruitment.

Consults with relevant parties, and prepares reports, conducts research and special studies; meet with developers, property owners, and general public to foster economic development.

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### QUALIFICATIONS GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include equivalent to a bachelor's degree from an accredited university/college in public or business administration, urban studies, planning or a related field and three years of experience in management, financial, or economic development.

#### Knowledge, Skills and Abilities

Considerable knowledge of federal and state laws, regulations, and procedures concerning economic development projects; financial procedures and regulations; research methods and sources of information related to urban growth and economic development; recent developments, current literature and sources of information related to economic development; budgeting procedures and techniques.

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of economic development and financial projects; establish and maintain effective relationships with City Departments, the community at large, business owners and other public officials; identify, coordinate, and resolve a wide variety of interests in the development of economic development policy; facilitate City team approach to economic development; represent the City in a variety of meetings; attract businesses to the City; operate programs within allocated amounts; understand, explain and apply policies and procedures; analyze unusual situations and resolve them through application of management principles and practices; deal constructively with conflict and develop effective resolutions; interpret financial statements and cost accounting reports; supervise, train and evaluate assigned staff; manage economic development programs and activities.

#### Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL PROFILE: Category I; 7, 12.

ECONDEVMGR.SPC