



ECONOMIC DEVELOPMENT ADMINISTRATOR

DEFINITION

Under general direction, coordinates, directs and supervises Economic Development operations and activities; and provides highly responsible and complex professional support to the Economic Development Team, City Manager and City Council.

SUPERVISION EXERCISED

May exercise direct supervision over subordinate personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Participate in and manage the development and implementation of goals, objectives, policies and priorities.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Identify and recruit new business; assist potential developers by providing information about the City and Successor Agency and guidance through the development approval process.

Develop and provide marketing information to businesses and developers, including information about financial assistance/incentives.

Manage and maintain the City's and the Successor Agency's property, leases, reporting and debt payments.

Coordinate Enterprise and opportunity Zone activities.

Manage Community Development Block Grant programs and activities.

Respond to requests for information as relate to economic development; maintain database and files on prospective businesses/development.

Enhance tourism through marketing efforts and collaboration with the Chamber of Commerce.

Coordinate activities with developers, business groups and outside agencies.

Explain and interpret programs, policies and activities.

Review and analyze codes and operations and recommend and implement modifications.

May be assigned special projects and perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles, practices and techniques used in the identification and recruitment of businesses and developers.

Technical disciplines and procedures involved in economic development.

Practices of private sector developers, lenders and financial institutions as they relate to economic development.

Federal, state and local laws, ordinances, policies and procedures.

Ability and Skill to:

Prepare economic development analyses, review, and understand pro formas.

Analyze business and development plans for legal compliance, revenue potential and aesthetics.

Establish, implement and evaluate administrative and operational polices, practices and procedures.

Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in planning, development, public administration, business administration or related field and five (5) years increasingly responsible experience in public finance or economic development. Masters degree desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.