

## **CITY OF SALINAS**

### **ECONOMIC DEVELOPMENT MANAGER**

#### **BARGAINING UNIT/CLASS CODE:**

**AMPS / D24**

#### **DEFINITION**

Under the direction of the City Manager and in collaboration with the Director of the Community and Economic Development Department, plans, organizes, and coordinates economic development programs and activities within the City of Salinas, serving as a liaison between public and private agencies and businesses to promote business development, business attraction, business retention and expansion, and providing economic development assistance to local businesses, including loan and other economic incentive programs.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager or designee. Exercises supervision of professional, technical and clerical staff.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION**

Duties may include, but are not limited to, the following:

Administer and supervise complex economic development activities and services, including marketing and business attraction/retention programs; Coordinate divisional activities with other City departments, civic organizations, governmental and non-profit agencies, as well as the general public; Conduct or oversee research, assembly, analysis, and use of economic and other data as required for economic development efforts; Work with cities, counties, and other regional agencies on the formulation of policies affecting local economic development activities; Provide highly responsible staff assistance to the CEDD Director and City Manager; Supervise, schedule, train, evaluate and discipline professional, technical, and clerical staff; Prepare and oversee division budget; Research and analyze divisional needs, and implement recommendations to improve programs and carry out policies; Provide technical assistance to City Manager, City Attorney, City Council, and appropriate City commissions, boards and committees; Represent the Office on various policy and staff committees; Assist in the development and implementation of City and Departmental goals, objectives, policies and priorities; Draft ordinances, ordinance amendments, council reports and resolutions; Interpret and analyze legislative proposals and activities; Ensure program compliance with federal, state, and local regulations; Plan, implement, and administer grants from other agencies; Review and approve staff reports, correspondence, and meeting minutes to ensure accuracy and compliance with the City and departmental goals, objectives, and policies; Negotiate, develop, and administer contractual agreements; Promote and maintain safety in the work place; and Perform other related duties, as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, and safely operate a motor vehicle; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time, including driving for extended lengths of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of economic development. Methods and techniques related to business financing and economic development. Programs available to assist business development, business attraction, business retention and expansion. Agencies and resources available to assist with expansion of existing businesses. Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations in assigned areas of responsibility. Office methods and equipment including filing systems. Basic arithmetic. Computer usage, including Microsoft Office Suite programs and the Internet.

### **Ability to:**

Manage a division, including preparation and oversight of operating and capital budgets, staffing, work plans, major projects and accompanying administrative details. Identify and resolve complex organizational, procedural, and technical problems. Correctly interpret, analyze, explain, and apply governmental policy, procedures, and regulations. Project, prepare and oversee divisional budgets. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, public agencies, community organizations and the general public. Communicate clearly and concisely, orally and in writing. Manage, select, train and evaluate assigned staff. Effectively organize tasks, plan time, and meet deadlines. Promote the mission, values, and standards of an effective public organization, particularly in the area of customer service.

### **License or Certificate:**

Acquire and maintain in good standing a valid California (Class C) Driver's License. Employee may be required to use a City vehicle(s) for business use.

### **Skills:**

Proficient in the use of computer hardware and software as needed. Interpersonal skills necessary to build relationships with local businesses; judgment necessary to obey all applicable laws and make sound decisions while operating a motor vehicle.

### **Education and Experience:**

An example of the education and experience which most likely demonstrates the required knowledge, skills, and abilities would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, business, economics, or a closely related field; and any combination equivalent to five years of increasingly responsible experience in workforce development, economic development, or administrative analytical work, preferably in an employment training, economic development, social service, or Redevelopment agency, including professional level duties which includes supervision and program management. Certification as an economic development professional (CEcD) and/or bilingual in Spanish and English highly desired.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Senior Human Resources Analyst

Approval Date \_\_\_\_\_

**ORIG: 06-14**