



**CITY OF WEST COVINA**  
invites applications for the position of:

## **ECONOMIC DEVELOPMENT HOUSING MANAGER**

**SALARY:** \$40.30 - \$54.41 Hourly  
\$3,223.85 - \$4,352.77 Biweekly  
\$6,985.00 - \$9,431.00 Monthly  
\$83,820.00 - \$113,172.00 Annually

**OPENING DATE:** 05/10/21

**CLOSING DATE:** Continuous

### **DESCRIPTION:**

#### **Job Summary:**

Under the general direction of the Redevelopment Director, the Economic Development/Housing Manager (ED/HM) will be a division head of the Economic Development/Housing Division. The ED/HM will assist with the planning, organizing, coordinating and managing of the City's Economic Development and Housing programs which include: marketing, business assistance, attraction, retention and expansion efforts, as well as the implementation of housing programs and other projects. This position will also supervise the day-to-day activities involved in the administration of the Economic Development and Housing programs; work with staff to coordinate related activities with other departments, outside agencies, and the business community to provide highly responsible and effective staff assistance; serve as the official business liaison representing the City's Community Development Commission at various marketing events; identify, apply, and oversee the application process for State and Federal grant opportunities; serve as a member of the Community Development Commission's management team, and perform related work as required.

### **EXAMPLES OF DUTIES:**

#### **Essential Functions:**

- Manages and participates in the development and implementation of the Agency's Economic Development and Housing programs. Develops goals, objectives, policies, and priorities for Housing and Economic Development programs.
- Implements, revises, and reviews the Economic Development program for the Community Development Commission.
- Identifies opportunities for improving business assistance service to streamline procedures.
- Coordinates the organization, staffing and operational activities for the Economic Development and Housing programs.
- Participates in the development and administration of the Economic Development/Housing Division budget.
- Prepares market surveys to identify trends and determine viable development and redevelopment opportunities and projects.
- Assists in the development and implementation of comprehensive Economic Development and Housing programs; identifies resource needs; recommends and implements policies and procedures.

- Plans, administers and directs City sponsored government housing assistance programs, Community Development Block Grant housing programs and other related government programs.
- Provides financial counseling and supervises the processing and funding of low interest rehabilitation loans, cash rebates, and deferred payment loans for property improvements and First Time Homebuyer programs.
- Coordinates with Federal, State and local agencies to keep current on the changes in legislation, regulations, as well as the requirements and availability of housing programs and funds.
- Markets programs to citizens, property owners, realtors, and other parties.
- Gathers, analyzes, and presents written and graphic presentations for boards, commissions, and public hearings.
- Represents assigned functions with City staff and other governmental agencies as delegated.
- Develops and maintains strong professional working relationships with existing state, county, and local agencies, and community organizations in support of the City's Economic Development and Housing programs; responds to and resolves complex or sensitive inquiries and complaints.
- Supervises, organizes and evaluates the work of assigned staff; assists the Redevelopment Director with staff training, motivation and development.

#### Typical Qualifications

#### **Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

Theories, principles, practices, and laws related to housing, economic and business development including market analysis; current processes, practices, and services related to the administration of a housing development program and activities related to low to moderate income, first-time homebuyer and other related programs; principles of tax increment financing and Federal program funding; principles of public administration, budget preparation and control.

##### **Skills:**

Possess excellent oral and written communication skills and proficiency with standard office equipment and personal computer software/programs such as Microsoft Word and Excel as required.

##### **Ability to:**

Manage housing programs and a comprehensive Economic Development Plan by identifying, interpreting, and applying the appropriate policies, procedures, laws, codes, and regulations; recommend and implement goals, objectives and practices for providing effective and efficient economic development and housing services; analyze economic studies, financial statements, marketing studies and plans; negotiate and manage contracts with consultants; take initiative and work independently; analyze problems, identify alternative solutions, and implement recommendations; provide leadership and direction for the Economic Development/Housing Division; plan, assign, and supervise the work of subordinate employees; establish and maintain cooperative working relationships with others; identify and respond to community and City Council issues, concerns and needs; effectively communicate with all levels of City staff, management, government agencies, officials and the public as well as outside community organizations and businesses.

## **TYPICAL QUALIFICATIONS:**

**Education and Experience Guidelines:**

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and any combination of education and experience as described below.

**Education:**

**Completion of a Bachelor's Degree in Public or Business Administration, Urban Planning, Real Estate or a related field from an accredited college. A Master's Degree from an accredited college in a related field is desirable.**

**Experience:**

Three (3) to five (5) years of responsible professional experience in housing, economic development, redevelopment and/or city planning with at least one (1) year experience in a supervisory or managerial position. A Master's Degree may qualify as one (1) year of experience.

**Physical Requirements:**

**This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to see, read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.**

**Other / Special Requirements**

**Licenses/Certificates:** Possession of a valid California Class C driver's license with a satisfactory driving record is required

**SUPPLEMENTAL INFORMATION:**

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://westcovina.org>

Position #2021-019  
ECONOMIC DEVELOPMENT HOUSING MANAGER  
MW

1444 W. Garvey Avenue South  
West Covina, CA 91790

**ECONOMIC DEVELOPMENT HOUSING MANAGER Supplemental Questionnaire**

- \* 1. Do you have a Bachelor's Degree in Public or Business Administration, Urban Planning, Real Estate or a related field?

Yes

No

- \* 2. Do you have three (3) to five (5) years of responsible professional experience in housing, economic development, redevelopment and/or city planning with at least one (1) year experience in a supervisory or managerial position?

Yes

No

\* Required Question