



CITY OF MERCED
invites applications for the position of:

Economic Development Manager

SALARY: \$46.21 - \$56.17 Hourly
\$3,696.93 - \$4,493.62 Biweekly
\$8,010.01 - \$9,736.17 Monthly
\$96,120.12 - \$116,834.04 Annually

OPENING DATE: 11/30/21

CLOSING DATE: 01/14/22 11:59 PM

DESCRIPTION:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, to plan, schedule, and manage a variety of projects related to the City's Office Economic Development to recruit and attract new businesses and industry to Redevelopment Areas and Enterprise Zones; to provide staff support for committees, boards, and commissions; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions that provide a variety of technical and professional staff assistance for City Economic Development programs and projects. This class is distinguished from the Economic Development Coordinator by the greater scope of responsibility for the entire Economic Development Department as opposed to one section of the Department.

REPORTS TO

Deputy City Manager or designee.

CLASSIFICATIONS SUPERVISED

Staff assigned to the Economic Development Department

EXAMPLES OF DUTIES:

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, and manages the administration and operations of the Office of Economic Development including the Parking Authority, Downtown Business Improvement Area, Airport Industrial Park, and Merced Yosemite Regional Airport.
2. Reviews proposals for City of Merced assistance to private entities for feasibility, market opportunity, land use, economic factors, and physical relationships of each proposal.

3. Negotiates with persons and firms for purchase, sale and development, or redevelopment of properties.
4. Recruits, attracts, and hosts new and expanding business and industry for the community, including all incentive areas.
5. Attends meetings of legislative and advisory bodies to present facts, expert opinions, information, and recommendations.
6. Formulates, coordinates, schedules and reviews work of department staff. Trains and evaluates departmental employees.
7. Assists with the development and enhancement of the local labor force.
8. Represents the City and the Department with citizens, community organizations, and other government agencies.
9. Prepares and implements departmental budget.
10. Manages various City properties and real estate transactions.
11. Recommends and implements disciplinary actions with review and approval of the Deputy City Manager.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles of land use planning, environmental planning, downtown revitalization, and economic development.

Budget development, administration, and expenditure control.

Land and site plan development and utilization.

Principles of industrial financing and incentives.

Principles of business, marketing, and public administration.

Principles of commercial, industrial, and business park planning and development.

Principles of real estate laws and mortgage lending practices and procedures.

Federal, State, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.

Principles of industrial development bonds and other business financing.

Principles and practices of contract and grant administration.

Ability to:

Plan, organize, and manage the functions and services of the City's Economic Development Department.

Plan, manage, and oversee a variety of projects and programs, and provide recommendations to the City Manager and Deputy City Manager

Provide supervision, training, and work evaluations for assigned staff.

Gather, organize, and analyze data, preparing a variety of reports.

Use a computer and appropriate software in performing management and administrative responsibilities.

Develop programs to achieve the City's goals and objectives relating to, economic development business retention and community revitalization.

Establish and maintain effective working relationships with members of the business community, academic institutions, and citizen groups to improve understanding of City economic policies, procedures, goals, and objectives.

Coordinate City efforts to implement and enhance the City's Strategic Economic Plan including developing new strategies and techniques necessary to meet the Plan's objectives.

Conduct analysis of projects, including revenue and cost estimates for project proponent.

Select and manage consultants as may be necessary to assist the City with specialized economic development, financing, and legal services.

Coordinate the planning and implementation of economic development including public improvement identification, and monitoring status of engineering work and planning processes.

Prepare written reports regarding economic development activities, pertinent laws and trends, and proposed projects and make public presentations to the appointed and elected officials.

Effectively represent the City and the Department in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Participates in professional association trade shows and events.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree in urban planning, architecture, public administration, business administration, or a related field.

Experience:

Five years of progressively responsible experience in public planning, zoning, permitting, downtown revitalization, and economic development analysis, administration, enforcement, and consultation.

License or Certificate:

Possession of an appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment with travel from site to site; frequent contact with staff and the public; and work regular overtime and/or weekends.

Physical: Primary functions require sufficient physical ability to work in an office environment; frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; and use of engineering and office equipment, including computers, telephones, calculators, copiers, and FAX.

SUPPLEMENTAL INFORMATION:

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

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

Position #1032
ECONOMIC DEVELOPMENT MANAGER
SF

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