



CITY OF FAIRFIELD
invites applications for the position of:
**Economic Development
Division Manager**

An Equal Opportunity Employer

SALARY: \$68.75 - \$83.56 Hourly
\$5,499.84 - \$6,685.12 Biweekly
\$11,916.32 - \$14,484.43 Monthly
\$142,995.84 - \$173,813.12 Annually

OPENING DATE: 07/23/20

CLOSING DATE: 08/20/20 05:00 PM

DESCRIPTION:

Under general direction, plan, organize and direct the City's Economic Development Division, including Successor Agency activities. Perform project identification and implementation; ensure that division functions and programs conform with City plans, goals, timetables and applicable laws and regulations.

Current Economic Development Priorities

The City is in the initial stages of developing an Economic Development Strategic plan. The plan will set the vision and strategy for how Fairfield bolsters the local economy and ensures a financially sustainable City. The Economic Development Division is a critical driver of implementing the vision for Fairfield, and the primary conduit by which the City establishes healthy business relationships. Working directly with the Assistant City Manager, the next Economic Development Division Manager will be an integral part of advancing Fairfield as the economic center of Solano County.

With renewed focus on being proactive, the City seeks to work with regional partners in attracting businesses within existing industry clusters such as advanced manufacturing, biotech/biomedical, food and beverage manufacturing, and supporting the operations of Travis AFB. Specific challenges include: revitalization and redevelopment of the downtown, an under-invested urban block-grid downtown, with a focus on establishing a restaurant and entertainment district, a TOD node surrounding a Capital Corridor train, and attracting mixed use housing; the reimagining of the regional Solano Town Center Mall to ensure it thrives for decades to come; and developing a citywide fiber optic broadband network.

With a City Council that is motivated to support the expansion of the department's efforts, the next Economic Development Division Manager has the opportunity to establish innovative incentive programs, marketing campaigns, and be a critical player in the City's financial success.

Want to know why the City of Fairfield is a great place to work? Click the link below:

[Why the City of Fairfield is a great place to work!](#)

This classification is represented by Fairfield General Management Association (FGMA) and offers an excellent benefits package including:

- CalPERS pension (Classic 2.5% @55 or 2% @ 62 for new PERS member)
- Generous contributions to medical, dental, and vision plan
- 144.86 hours of personal leave (cashable) annually, plus vacation and sick leave
- City paid retirement health savings contributions and life insurance
- 8.24% City paid deferred comp contribution (mandatory employee contribution is 4.10%)
- A 9/80 work schedule with the 1st and 3rd Friday of every month off

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a closely related field is required. A Master's degree in economics, public administration, finance or business administration is preferred.
- Five (5) years of professional experience in economic development/redevelopment activities of which at least two were in a supervisory position are required.

LICENSE AND/OR CERTIFICATE:

- Possession of a valid Class C California Driver's License is required.

EXAMPLES OF DUTIES:

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

- Develop and implement strategies of the City's Economic Development plan. Ensure that economic development/redevelopment strategies conform to short and long-range City programs, goals and objectives.
- Work closely with the City's Manager's office and other key staff to plan and develop programs, activities and strategies.
- Ensure that the City's economic development/redevelopment efforts are coordinated and complementary to the efforts of other public and private agencies.
- Evaluate needs and recommend economic development/redevelopment project areas.
- Oversee neighborhood revitalization programs.
- Seek out, meet and negotiate with developers and business representatives for projects that will enhance the City's economic base. Review and recommend strategies and financing tools.
- Manage City-wide economic development/redevelopment support activities, coordinating the efforts of all City departments. Define tasks and establish control systems to ensure timely and effective project implementation.
- Direct and coordinate various division activities and functions, including planning, project planning and development. Make recommendations regarding fiscal planning and economic analysis; ensures effective coordination of these activities.
- Establish, modify and evaluate program standards, policies and procedures.
- Make budget recommendations; ensure that operations are conducted within authorized budget.
- Attend and make presentations at various staff and City Council meetings, public hearings, conferences and other gatherings, to promote the City's economic development.
- Perform other related duties as required.

To view the complete job description, please visit our job classification page at

<https://www.governmentjobs.com/careers/fairfieldfairfield/classspecs>

THE SELECTION PROCESS:

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination. This position requires a local records check, and response to a medical questionnaire prior to appointment. A pre-employment medical exam may also be required.

EQUAL OPPORTUNITY EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.fairfield.ca.gov>

Job #2020-00027
ECONOMIC DEVELOPMENT DIVISION MANAGER
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OUR OFFICE IS LOCATED AT:
1000 Webster Street
4th Floor
Fairfield, CA 94533
707-428-7394
hrdept@fairfield.ca.gov

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Economic Development Division Manager Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a closely related field?
 Yes No

- * 2. Do you have at least 5 years of full-time professional level experience in economic development/redevelopment activities?
 Yes No

- * 3. If you answered "yes" to question #3, briefly describe your work experience in economic development, redevelopment or the successor agency. Please include the company/agency/organization where you gained the full-time paid work experience.

- * 4. Of your years of experience working in economic development/redevelopment or the successor agency, how many years did you work in a supervisory capacity?
 0 to less than 2 years
 2 years to less than 4 years
 4 years or more
 Not applicable, no relevant experience

- * Required Question