



CITY OF VALLEJO

Department of Human Resources
555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

<http://agency.governmentjobs.com/vallejo>

INVITES APPLICATIONS FOR THE POSITION OF: Economic Development Program Manager

An Equal Opportunity Employer

SALARY

\$51.70 - \$62.84 Hourly \$4,136.08 - \$5,027.44 Biweekly \$8,961.51 - \$10,892.78 Monthly
\$107,538.17 - \$130,713.31 Annually

OPENING DATE: 02/23/21

CLOSING DATE: 03/15/21, 05:00PM Pacific Time

THE POSITION

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

THE CITY OF VALLEJO

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of San Francisco and Sacramento. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 148-year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

THE DIVISION

The Economic Development Division works directly under the City Manager, and is supported by a team of employees that work closely with Planning and Development Services, Building, Housing and Public Works to ensure a seamless and successful experience for stakeholders who invest in the City. The Economic Development Division supports economic growth in Vallejo. The Division's services include new business recruitment, technical assistance for existing Vallejo businesses, business retention, site selection assistance for new and existing businesses, asset management of City-owned property, and Mare Island conversion. The primary goals of the division are to increase the tax base and employment opportunities in Vallejo.

THE POSITION

This recruitment is being conducted to fill one full-time vacancy. The list established by this recruitment may be used to fill future full-time, part-time, limited term, and temporary vacancies for up to one year.

The Economic Development Division is seeking a dynamic candidate to play an important role in managing elements of the City's economic development efforts, including programs and projects designed to expand the local economy, promote community vitality and expedite quality development and redevelopment in the City. Ideal candidates will be detail-oriented, creative problem solvers, experienced project managers who are versatile in all aspects of Economic Development, and can manage multiple projects within tight timeframes.

The most successful candidates will have a minimum of four years of increasingly responsible project management experience in Economic Development or Planning and a Bachelor's degree

in Public Administration, Business Administration, Planning, or related field. While not required, senior-level experience with larger Economic Development and/or Planning projects and a project management certificate are highly desirable.

DISTINGUISHING CHARACTERISTICS

This classification is designated as an "at will" classification.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by senior management.

May provide direct and indirect supervision to professional, technical and clerical staff, as well as contractors.

EXAMPLES OF 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.

- Important responsibilities and duties may include, but are not limited to, the following:

- Participate in all economic development efforts and activities.
- Participate in the development and implementation of economic development goals, objectives, and priorities; recommend and administer relevant policies and procedures.
- Within City policy, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend resource allocations accordingly.
- Make presentations to the City Council, community and business groups.
- Participate in the development and administration of economic development programs and activities; recommend budgetary adjustments as appropriate, and prepare cost estimates on special projects.
- Act as liaison to community and regional groups as directed by the City Manager.
- Coordinate the efforts of City departments and other groups relative to the City's economic development activities.
- Participate in the negotiation of development agreements related to economic development activities.
- Work with key senior staff to develop a municipal marketing plan.
- Coordinate consultants and City staff in securing funding for economic development projects and activities.
- Prepare and present staff reports and other necessary correspondence.
- Represent the City, as directed, to elected officials, and outside agencies; coordinate assigned activities with City departments and outside agencies and organizations.
- Participate on a variety of boards, commissions, and committees.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of economic development; recommend actions to incorporate new developments as appropriate.
- Respond to and resolve citizen inquiries and complaints related to areas of responsibility.
- Perform related duties as required.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

- Operations, services, and activities of a comprehensive economic development program.
- Principles and practices of economic development, and long range planning.
- Principles and practices of program development and administration.
- Methods and techniques of public affairs and public relations.

- Principles and practices of municipal budget preparation and administration.
- Statistical and financial research methodology.
- Practices and techniques for the development and implementation of economic development, marketing and communication techniques.
- Practices of private sector developers, lenders and financial institutions as they relate to economic development projects and activities.
- Pertinent federal, state, and local laws, codes, and regulations.

ABILITY TO:

- Understand and participate in a comprehensive economic development program.
- Recommend and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate recommendations for adjustments.
- Identify and respond to community and organizational issues, concerns, and needs.
- Plan, organize, and coordinate the work of lower level staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Participate in the preparation of designs and plans, field studies, inspection, contract documents and economic analyses.
- Participate in the negotiation and administration of a variety of agreements and contracts.
- Meet critical deadlines while working with frequent interruptions.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Make effective public presentations.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible economic development experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, economics, or a related field.

License or Certificate:

Possession of a valid California Class C Driver's License with a satisfactory driving record is required.

*Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.

SUPPLEMENTAL INFORMATION

The Recruitment & Selection Process

1. Applications are due by 5:00 P.M. on Monday, March 15, 2021. Applicants must submit a completed City of Vallejo online application, including all responses to the Supplemental Questionnaire (Resume/Cover Letter Optional), by the posted deadline in order to be considered.

NOTE: If you have problems creating a user account, obtaining your already created account information, or submitting your online application, please contact governmentjobs.com applicant support directly at 855-524-5627. City of Vallejo HR staff are unable to assist with these issues.

2. Applications will be screened for overall qualifications the week of March 15, 2021.

3. Applicants who are found to be the best qualified may have their supplemental responses scored by subject matter experts. Candidates who are deemed to be the best qualified will be invited to take part in an assessment process which may consist of written, online, oral, or performance exercises. Candidates invited to the assessment process will be notified by email of the date, time, and location of the assessment.

The City reserves the right to limit the number of candidates to those determined to be best qualified based upon all requested application materials, including training and experience, current resume, and responses to supplemental questions.

4. Candidates who are successful in the assessment process will be placed on the Register of Eligibles (eligible list). Candidates will then be referred at the Department's discretion. The Department will conduct all final interviews and make the final candidate selection for this position.

REASONABLE ACCOMMODATIONS

The City of Vallejo is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, assessment or selection process may contact the Human Resources Department to request an accommodation. Please contact Alex Clark at (707) 648-5402 or send an email to: alex.cruz@cityofvallejo.net no later than March 15, 2021, at 5:00 p.m.

PRIOR TO HIRE

The selected candidate will be required to: 1) Submit to reference checks 2) Submit to and successfully pass a pre-employment background check, including fingerprint check. 3) Provide proof of legal right to work in the United States.

Disaster Service Workers - All City of Vallejo ("City") employees are designated Disaster Service Workers ("DSW") by state law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all DSW-related training as assigned and to return to work as ordered in the event of an emergency.

Equal Opportunity Employer (EOE) - The City of Vallejo is an Equal Opportunity Employer. It is the policy of the City of Vallejo to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://agency.governmentjobs.com/vallejo>

OR

555 Santa Clara Street (1st Floor), P.O. Box 3068
Vallejo, CA 94590

EXAM #2021-EDPM
ECONOMIC DEVELOPMENT PROGRAM MANAGER
AC

Economic Development Program Manager Supplemental Questionnaire

- * 1. **Instructions for Supplemental Questionnaire:** Thank you for your interest in employment with the City of Vallejo! We sincerely value your time and hope to make your application experience as positive as possible. The following supplemental questions are an

important step in the examination and selection process to assist us in determining if you possess the knowledge, skills, and abilities needed to succeed in the posted vacancy. A lack of a complete and thorough responses to each of the supplemental questions in the space provided, may result in disqualification from the selection process. In addition, the selections you make and responses you provide in the questionnaire must accurately reflect what is documented in your work history. Please provide unique and comprehensive responses for each question. Answering, "see resume", or copying and pasting any portion of your resume in the open text field may result in elimination from further consideration. **Please indicate below that you have read and understand the instructions presented above.**

Yes No

* 2. Please indicate whether or not you currently possess a valid California driver's license.

Yes No

* 3. Please indicate your highest level of education.

- High School Diploma or Equivalent
- Technical or Trade School
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- PhD
- None of the above

* 4. How many years of professional work experience do you have in project management for economic development and/or planning and development services?

- No experience
- Less than one year of experience
- At least one year of experience, but less than two years
- At least two years of experience, but less than three years
- At least three years of experience, but less than four years
- At least four or more years of experience

* 5. Please describe your economic development and/or planning and development services project management experience, which you referenced above. Please include the name of your employer/agency, and your title when performing these duties in your response. If no experience, please type "n/a ."

* 6. Please describe your economic development and/or planning and development services project management experience taking a complex development or community development project from concept to approval and construction. Please include the name of your employer/agency, and your title when performing these duties in your response. If no experience, please type "n/a ."

* 7. Please describe your experience developing an economic development and/or other agency/business strategic plan. Please include the name of your employer/agency, and your title when performing these duties in your response. If no experience, please type "n/a ."

* 8. I understand that the City of Vallejo Human Resources Department is not responsible for any lost or redirected emails and that it is my responsibility to add info@governmentjobs.com to my email contact list to avoid email notifications related to

this examination from being classified as "spam" or "junk" mail. **Please indicate below that you have read and understand the statement above.**

Yes No

* Required Question