



CITY OF SANTA CLARITA JOB OPPORTUNITY

Economic Development Associate, Business Development

\$42.76 - \$51.98/hour

Steps 1 - 5

Under the direction of the Marketing & Economic Development Manager, this position performs professional, technical, and administrative tasks related to economic development, specific to business development, including, but not limited to, business attraction, retention, and expansion. This includes administering City of Santa Clarita business development programs, such as the Business Incubator, the Business Sponsorship program, the Use Tax Rebate program, and others. This position researches and analyzes industry issues and trends and applies innovative strategies to strengthen Santa Clarita's position as a leading Southern California destination for business.

Duties and Responsibilities:

- Implements and manages programs with the goal of increasing the number of businesses and job opportunities in the City, specifically targeting identified industry clusters, corporate headquarters, and retail
- Supervises, trains, mentors, and directs the work of assigned staff
- Manages the day-to-day operations of the Business Incubator
- Develops and creates marketing materials
- Serves as a resource for small businesses, and helps to liaise with regard to the development and permitting processes of the City of Santa Clarita
- Develops, fosters, and maintains positive working relationships with the local business community, state/local agencies and associations, City management and staff, and the public
- Coordinates efforts with business development partners, including College of the Canyons, Small Business Development Center, Santa Clarita Valley Economic Development Corporation, Valley Industry Association, Old Town Newhall Association, and Chamber of Commerce
- Researches, analyzes, and interprets data and trends, and prepares reports related to the City of Santa Clarita's economic development program, targeted industries, and specifically the local economy
- Manages the City of Santa Clarita's Business Development program budgets
- Provides strategic assistance in the analysis, refinement, coordination, and implementation of economic development programs
- Reviews and responds to questions and/or complaints from citizens and provides information accordingly
- Attends City Council meetings and other meetings as assigned
- Performs other duties as assigned

Education and Experience:

- Bachelor's degree in business administration, public administration, marketing, or a related field
- Three years of increasingly responsible journey level experience in economic development, business development, marketing, redevelopment, or related area
- Supervisory experience and a Master's degree are *highly desirable*
- Possession of, or ability to obtain, a valid California Class C driver license
- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary will be considered

Knowledge and Abilities:

- Strong understanding of the principles and practices of economic development and marketing
- Strong leadership skills and the ability to supervise, mentor, and train employees; establish employee goals and priorities; evaluate and provide constructive feedback on employee performance; and quickly and effectively address and resolve poor performance issues
- Strong project management skills, including the ability to effectively prioritize workload, coordinate multiple projects of varying nature and scope simultaneously, and consistently meet time-sensitive deadlines
- Strong verbal communication skills and the ability to explain complex information and make public presentations to large groups
- Strong written communication skills and the ability to write clear, concise detailed correspondence and develop comprehensive technical reports and documents
- Strong problem-solving and decision-making skills and the ability to identify solutions and make sound recommendations
- Strong understanding of the principles and practices of organization, administration, and budgeting
- Strong interpersonal skills and the ability to develop and maintain effective working relationships with all levels of staff, local businesses and organizations, state/local agencies and associations, and the public
- Strong customer service skills and the ability to interact in a tactful, professional, and helpful manner
- Strong work ethic and the ability to conduct oneself in a professional and ethical manner
- Knowledge of municipal government operations, local, state, and federal laws
- Ability to lift, drag, and push files, paper and documents weighing up to 25 pounds

An **online completed City application form is required to apply for this position**. All employment information must be provided on the application. Providing a resume is not a substitute for completing this section of the application. Applications left incomplete, or with a reference to attachments may be rejected. The selection process will include one or more of the following: written exam, technical knowledge assessment, writing skill assessment, and/or oral interviews that may be conducted in person and/or via video conferencing. Applicants that

meet minimum qualifications and are selected for interviews will be required to disclose information regarding criminal convictions. If you require special accommodations to participate in the application/selection process, please notify Human Resources for assistance.

All offers of regular employment with the City of Santa Clarita are made contingent upon receipt of proof of legal right to work in the United States, successful completion of a post-offer pre-employment physical, which may include a drug screen and Department of Justice fingerprinting. Criminal offender information will be reviewed on an ongoing basis. The City uses the E-Verify program to electronically confirm work authorization of newly hired employees. All new employees are required to participate in the DMV Employer Pull-Notice Program. This program authorizes the City to receive a driver record report upon enrollment and during employment. Only degrees recognized by the U.S. Department of Education and accredited by the Council for Higher Education Accreditation will be accepted.

As a City of Santa Clarita public employee, you may be called upon to work as a Disaster Service Worker (DSW) in the event of an emergency (in accordance with Government Code §§ 3100-3109). Before entering upon the duties of employment, all public employees, except those excluded by law, take and subscribe to an oath or affirmation set forth in the California Constitution, declaring them to be Disaster Service Workers in time of need.

Compensation includes enrollment in California Public Employees' Retirement System as a replacement for Social Security plus a competitive benefits package. All appointments are made at step 1 of the salary range unless otherwise authorized by the City Manager.

For more information and to apply online please visit www.santa-clarita.com.

Application Deadline

Thursday, March 18, 2021, at 12:00 p.m. (noon)

The City of Santa Clarita is an Equal Opportunity Employer