



CITY OF BAKERSFIELD
Human Resources Department
1600 Truxtun Avenue, Bakersfield, CA 93301
(661) 326-3773 / <http://www.bakersfieldcity.us>
INVITES APPLICATIONS FOR THE POSITION OF:
ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR (OPEN) #01444
An Equal Opportunity Employer

SALARY

\$11,416.95 - \$13,878.28 / Month

ISSUE DATE: 02/17/21

FILING DEADLINE: Continuous. The application filing may close any time after ten days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable; therefore, it is important to submit your application as soon as possible.

THE POSITION: Under administrative direction of the City Manager or designee, manages activities of the Economic Development, Community Development, Homeless Services, and Convention and Visitors Bureau Divisions. Work involves planning, organizing, and coordinating the City's Comprehensive Economic Development, Affordable Housing, Homeless Services and Community Development Programs; and performs other work as required.

REPRESENTATIVE DUTIES: Oversees the administration, development, implementation and supervision of the City's economic and community development activities and homeless services program, and the coordination of those activities with other governmental agencies, private-sector developers and lending institutions; Develops and directs the City's Comprehensive Economic Development Strategy, the Community Development Block Grant Program (CDBG) and other U.S. Housing and Urban Development programs; Directs the coordination, formulation, implementation and management of projects dealing with homeless services, economic development, and commercial revitalization; Coordinates program activities with City departments, other local governments, state and federal agencies, and citizens involved or interested in homeless services, economic development, affordable housing or redevelopment issues; Monitors the various laws and activities of regulatory agencies relating to economic development, redevelopment and CDBG and updates programs as needed; Collaborates and supports activities and growth of Convention and Visitors Bureau (CVB) activities and contracted entertainment services; Provides technical advice to, commissions, committees and higher level members of City management in matters related to a wide variety of redevelopment and economic development activities and programs; Reviews and approves necessary documentation and reports to assure compliance with HUD regulations relative to the Housing and Community Development Act of 1980 and other Federal or State program regulations; Develops and oversees the budget for the Department.

For More Information on this position please view the [Economic and Community Development Recruitment Brochure](#)

MINIMUM QUALIFICATIONS: Applications will be accepted only for those applicants who **clearly demonstrate on the COMPLETED City Application and Resume** that they have:

- A Bachelor's Degree from an accredited college or university in Business or Public Administration, Economics, Urban Planning or related field; **AND**
- Five years of experience in Economic Development, Community Development and/or Redevelopment or related experience is required, of which two (2) years must be at supervising and/or division management level; **OR**
- An equivalent combination of training, certification and experience may be substituted for the above requirements.
- A valid California Class "C" driver's license
- Must be able to pass a background check

DESIRABLE QUALIFICATIONS: Master's Degree in related field; Additional training or certification in Economic Development Finance; and a California real estate license

OTHER MINIMUM QUALIFICATIONS: Knowledge of: Principles and procedures necessary to fully support an enterprise class system, or application Principles, practices and procedures of economic development, community development and redevelopment; Principles of real estate development, land use planning, and zoning; Principles of development financing, bank practice, and investment markets; Contract and agreement development and administration; California redevelopment law; Federal, state and local laws; Rules and regulations related to state and federal programs; Practices and procedures of Community Development Block Grant application and administration; California Environmental Quality Act (CEQA); Housing and Community Development Act of 1980; Building design, construction management, loan packaging, rehabilitation finance and grantsmanship; Management and supervision principles; Public administration of principles and practices; City policies, procedures and practices; Computer applications related to work. **Ability to:** Analyze and interpret data, reports, rules, and regulations relating to economic development and community development issues; Financially structure redevelopment and incentivized projects; Negotiate and administer contracts and agreements; Prepare and make effective public presentations relating to economic development objectives, before high level administrative and legislative bodies; Develop and evaluate staff and provide for their training and professional development; Delegate authority and responsibility; Express ideas on technical subjects clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with a variety of City official's community groups and the public.

EXAMINATION (Weighted 100%): The method of examination may include one or more of the following: written exam; oral exam; evaluation of education, training, experience or other qualifications as shown by the application, or by other information submitted, or by the record; questionnaires submitted to references; or any other appropriate measure of fitness. A minimum passing score of 70% is required. **NOTE: Admission to the Examination may be limited to those applicants who demonstrate the best combination of qualifications. Applicants possessing the minimum qualifications are not guaranteed admittance to the Examination. Resume will NOT be accepted in lieu of a completed application.**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.bakersfieldcity.us> OR
1600 Truxtun Avenue, Bakersfield, CA 93301

EXAM #01444
ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR
SC

**Economic and Community Development Director (Open) #01444
Supplemental Questionnaire**

- * 1. What best describes your highest level of education?
- High School/GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
- * 2. How many years of experience in Economic Development, Community Development and/or Redevelopment do you possess?
- 10 years or more
 - 5 - 9 years
 - 1 - 4 years
 - None
- * 3. Briefly describe your related experience demonstrating at least five (5) years in Economic Development, Community Development and/or Redevelopment.
- * 4. How many years of supervisor and/or division management level experience in Economic Development, Community Development and/or Redevelopment do you possess?
- 3 years or more
 - 1 - 2 years
 - Less than 1 year
 - None
- * 5. Briefly describe your related experience demonstrating at least two (2) years supervising and/or division management level experience in Economic Development, Community Development and/or Redevelopment.
- * 6. Do you possess any additional training or certifications in Economic Development Finance?
- Yes
 - No
7. Do you possess a California Real Estate License?
- Yes
 - No
- * 8. I understand I must submit a **Resume** to Human Resources by the filing deadline, in order for my application to be accepted. Resumes may be uploaded with your online application or submitted to the Human Resources Office, City Hall 1600 Truxtun Avenue, 1st Floor, Bakersfield, CA 93301 or Faxed to (661) 852-2070. The Resume must reference the recruitment name and number (i.e. Economic and Community Development Director #01444 and submitted to the attention of Shayla Collins.
- Yes
 - No

* Required Question