



**THE CITY OF ONTARIO
INVITES APPLICATIONS FOR
THE POSITION OF:**

Economic Development Analyst

Human Resources Department - 200 North Cherry Avenue Ontario, CA 91764 - www.ontarioca.gov

SALARY RANGE:

\$33.49 - \$40.71 Hourly
\$5,804.93 - \$7,056.40 Monthly

OPENING DATE: 03/01/21

CLOSING DATE: 03/12/21 05:00 PM

JOB TYPE: Full Time

THE POSITION

Economic Development Analyst

Are you interested in making a positive impact on your community while developing professional skills in the areas of marketing, public relations and business relations? The City of Ontario Economic Development Department is seeking an Economic Development Analyst to assist with marketing and promotions, business retention, attraction, expansion, business outreach and concierge services focused on the City's large business community. As a member of our team, you will have an opportunity to interact with City Staff as well as local government, educational, and business leaders.

The ideal candidate will have excellent problem solving, communication, and listening skills; ability to be objective; ability to assess situations, collect data, establish facts, and draw valid conclusions; be able to work accurately and efficiently in a fast paced environment; be knowledgeable about basic economic development principles and practices. Additionally, the successful candidate will be a role model for the City's Approach to Public Service and exude the qualities of a "Five Tool Player" – Leader, Thinker, Communicator, Operator and Public Servant.

The City of Ontario reserves the right, if necessary, to accept applications from the first one hundred (100) applicants that meet the qualifications guidelines below.

The Economic Development Department

The primary goal of the Economic Development Department is to create, maintain and grow the economic value of the City. The Department's goal is implemented through programs in Business Attraction, Business Retention & Expansion, and Corporate Branding. The Department provides services to the City's residents and businesses, including the attraction of potential business and investment, new development, adaptive reuse projects, the retention and expansion of current businesses, workforce development, tourism and public relations

The City of Ontario

The City of Ontario is a dynamic leading community in the Inland Empire with a variety of full-time and part-time employment and volunteer opportunities. Ontario enjoys the reputation of being a progressive City which provides solid leadership to its citizens and to the business community. The City provides a full range of services to the community including; Police, Fire, Administrative Services, Community Life & Culture, Community Development, Public Works, and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,100 full-time and 200

part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

We invite you to learn more about the City of Ontario by reviewing the City's website. A few useful links are also listed below:

Approach to Public Service (Core Values for City of Ontario employees)

OntarioCityEmployees.org (Information about City of Ontario employee benefit plans)

The Ontario Plan (The City's Comprehensive Business Plan for Development)

EXAMPLES OF ESSENTIAL FUNCTIONS

The essential functions typically performed by the Economic Development Analyst include the following:

- Develops, prepares, and administers various economic development policies and programs to support the agency and departmental operations.
- Analyzes and interprets economic data to stay abreast with local trends and innovations to bring new ideas to the Economic Development Agency.
- Compiles report and presentation information into a variety of materials such as memos, graphs, flow charts, and procedural manuals using various computer applications and software.
- Assists with conducting studies and surveys; performs data and statistical analysis to formulate conclusions and make recommendations.
- Drafts and prepares various contracts and agreements including supporting documentation.
- Drafts and processes a variety of collateral materials including ordinances, resolutions, press releases, brochures, and audio/video scripts.
- As assigned, represents the Economic Development Department on City committees, to facilitate cooperation among departments; attends meetings and takes minutes.
- Coordinates and schedules events, meetings, and workshops.
- Participates in the development of creative promotional concepts and marketing materials to promote the City of Ontario as a destination for business and visitors in conjunction with external partner groups; assists with assessing the results of marketing campaigns.
- Collaborates with professional economic development staff, public officials, business community, consultants, and citizens in the accomplishment of program objectives; develops content to create public awareness of economic development programs.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education

Equivalent to a bachelor's degree in Business or Public Administration or a related field. Additional years of applicable experience may be substituted for education on a year-for-year basis.

Experience

One year of responsible professional level administrative and analytical experience in economic development or a closely related field, such as community development, city manager's office, business administration, marketing and/or communications.

License

A valid California Class C driver's license and an acceptable driving record at the time of appointment and throughout employment are required.

Desirable

Governmental agency experience relative to economic development is preferred, or experience in the private sector working with governmental officials in areas related to local economic development.

SUPPLEMENTAL INFORMATION

How to Apply

Apply online by clicking on the "Apply" link at the top of this announcement. If this is the first time applying for a position using governmentjobs.com, you will be prompted to create a new user account, otherwise log in with your user name and password. Your application and responses to any supplemental questions will be used to evaluate your qualifications for this position. It is suggested that your application include the following:

- List any relevant experience and education that demonstrates that you qualify for the position.
- List all periods of employment for at least the past 10 years, beginning with your most recent or present employer (including, if applicable, all employment with the City of Ontario).
- Separately list each position held, including different positions with the same employer.

A resume may be attached to your application but will not substitute for the proper completion of your application. Applications that are not properly completed may be rejected.

NOTE: Transcripts from colleges, universities or technical schools outside of the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. Failure to provide a transcript or credential evaluation report will result in your application being rejected and you will not be able to continue in the selection process for this position.

Email Notices

Email is the primary way that the Human Resources or Hiring Department will communicate with you. Please check your email account (including the SPAM folder) on a regular basis for any emails related to the application or selection process. Emails from the City of Ontario will come from "@ontarioca.gov" or "governmentjobs.com." If you change your email address after submitting your application please visit governmentjobs.com and update your profile.

Frequently Asked Questions

If you have any additional questions regarding the application process, please refer to our [Frequently Asked Questions](#) page.

GENERAL PROCESS

All applications received by the filing deadline will be screened. Those candidates determined to be the best qualified on the basis of experience, training and education, as submitted, will be invited to continue in the selection process.

- Candidates who successfully complete all phases of the selection process will be placed on an eligibility list. Current and future vacancies will be filled from this list. Lists typically

- last for 12 months but may be extended or abolished based upon the needs of the City.
- The City encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act and the Fair Employment and Housing Act. Individuals who require a reasonable accommodation to participate in any phase of the selection process must make such a request during the application process. Applicants with disabilities that affect sensory, manual, or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such a need.
 - All potential employees are required to pass a fingerprint review and a pre-employment physical examination prior to appointment.
 - The City supports a Drug-Free Workplace. The pre-employment physical may include a drug screen.
 - Successful candidates shall be required to complete a verification form designated by the Department of Homeland Security United States Citizenship and Immigration Services that certifies eligibility for employment in the United States of America.
 - All City employees are required to sign a loyalty oath in accordance with California Government Code Section 3100.
 - The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.
 - If applicable, official college transcripts may be required prior to receiving an offer of employment.

APPLICATIONS MAY BE REQUESTED AND FILED ONLINE AT:

<http://www.ontarioca.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

200 North Cherry Avenue

Ontario, CA 91764

909.395.2442

909.395.2000

Fax 909.395.2072

recruitment@ontarioca.gov

Job #022321

ECONOMIC DEVELOPMENT ANALYST

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An Equal Opportunity Employer

Economic Development Analyst Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The information on your application and the following supplemental questionnaire will be used in the evaluation of your qualifications. Detailed responses should be provided in order to ensure that your qualifications are properly considered. If the item does not apply, please enter N/A. By continuing you are certifying that all information provided in the supplemental questionnaire is true to the best of your knowledge.
 - I understand the above statement.
- * 2. Please indicate your total years of experience in economic development, community development, city manager's office, business administration, marketing and/or communications.
 - No Experience
 - Less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
- * 3. Please use the space below to describe your experience related to business retention and expansion, business attraction, and workforce development initiatives, marketing and/or communications

* Required Question
