

CITY OF ALAMEDA
invites applications for the position of:



Development Manager - Economic Development

SALARY:	\$57.10 - \$69.41 Hourly \$106,893.00 - \$129,930.00 Annually
DEPARTMENT:	Community Development Department
OPENING DATE:	07/14/21
CLOSING DATE:	07/29/21 05:00 PM
FLSA STATUS:	Exempt
NATURE OF POSITION:	

This is an exciting opportunity to be a part of a team making a **significant impact** in the local community. Please note that this position is **36 hours per week over 4 days** but is considered **full-time with benefits**.

THE COMMUNITY

The City of Alameda is a 10.6 square mile island community located in San Francisco Bay. Alameda is just seven miles east of San Francisco, and less than one mile west of the City of Oakland. Alameda is a diverse community with a population of approximately 79,000. According to Money Magazine, the City of Alameda compares favorably to the "best places to live" in America. That is, in part, due to the small town feel of this Bay Area island community. It also has a high median family income, a large number of educational institutions nearby, more than double the number of restaurants and libraries as the "best places average," excellent air quality, and better than average weather.

THE DEPARTMENT

The Community Development Department is a dynamic, diverse, and collaborative department responsible for implementing the Council goals for an economically diverse and financially sustainable community, and fulfilling the community's plans to revitalize Alameda Point into a mixed-use, transit-oriented development.

The Department seeks a balance between business development, retention of businesses, and maximization of the City's real estate assets, while providing housing opportunities for all income levels, including the City's unsheltered residents.

The Community Development Department is comprised of the following divisions:

- Base Reuse
- Economic Development and Community Services
- Housing

- Asset Management

About the Division/Position - Economic Development and Community Services

The Economic Development and Community Services division maintains and grows Alameda's tax and employment bases through business recovery, retention, expansion, and attraction efforts, real property development, tourism support, façade and art grants administration, public art grants administration and public arts management, and workforce development; and works to end homelessness in Alameda, promotes positive child and youth development, and improves coordination and delivery of social services.

The focus of this position will be managing programs such as the following:

- **Manage Façade Grant Program:** The City's Façade Grant Program issues approximately 20-30 grants per year to small businesses for façade improvements. This position will conduct outreach and promotion for the program; guide business and property owners through the application process; prepare applications for Committee Review; present applications to Committee and facilitate Committee meetings; and arrange for reimbursement.
- **Manage Public Art program:** The City of Alameda's Public Art Program facilitates the installation and promotion of public art in Alameda. This position will issue requests for proposals for new public art; administer ongoing grants for cultural events and physical artwork; facilitate the installation of physical public artwork; serve as staff to the Public Art Commission; manage the creation of a new Public Art Master Plan; develop and present new programs to the Public Art Commission, Planning Board and Council; co-manage the Art in City Hall program; and work with local arts organizations to pursue grants and bring artwork and events to Alameda.
- **Economic Forecasting:** The City provides periodic economic information internally, and to businesses and the community. This position will update existing reports and brochures, collect and interpret data, and formulate reports, track trends, flag anomalies and stay abreast of current issues related to local, regional, state and national economies.
- **Manage Development projects:** The City's business sectors are expanding at a moderate pace. This position will from time-to-time negotiate with private developers to effect public/private development partnership agreements.

Other Economic Development activities include: responding to business inquiries and requests for assistance, including permitting and other City functions; identifying and attending company site visits; representing the City of Alameda at evening business mixers and other economic development and community meetings; acting as liaison to the West Alameda Business Association; organizing and attending events to attract and promote targeted industries to Alameda; writing staff reports and presenting to boards and commissions, including City Council; developing marketing materials, including press releases, webinars, website and newsletter content; and other activities as needed, particularly those associated with the implementation of the Economic Development Strategic Plan and associated plan updates.

Qualifications to Apply

Education:

Graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field.

Experience:

Four years of progressively responsible experience in economic development, housing, redevelopment, construction management, and/or real estate development.

We will also consider an equivalent combination of education and experience that meets the stated requirements in the job description.

Please click [here](#) to view the full job description for Development Manager.

Selection Process

Applications will be evaluated and the top qualified candidates will be invited to participate in a structured, rated interview process (via Zoom). The interview process is tentatively scheduled for the week of August 16, 2021. The interview score will be used to rank candidates and establish the eligible list. It is important that the application materials are completed thoroughly and accurately.

Highlighted Benefits

- 4 day work week/36 hours per week
 - Employer-paid medical contribution covers premiums for you and your family
 - Employer-paid dental contribution covers premiums for you and your family
 - Generous pension program (CalPERS retirement)
-

The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List. A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required by U.S. Citizenship and Immigration Services.

E-VERIFY: The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER: The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Position #2021-1713-02
DEVELOPMENT MANAGER - ECONOMIC
DEVELOPMENT
SN

Development Manager - Economic Development Supplemental Questionnaire

- * 1. By selecting YES below, you certify your understanding that the supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.

Yes No

- * 2. Please describe your experience managing economic development programs.
- * 3. Please describe your experience collecting and interpreting economic data and preparing an economic forecasting report from the data, and describe how the report was used and the outcome(s), if any.

* Required Question