



CITY OF MERCED
invites applications for the position of:

Economic Development Associate

SALARY: \$28.18 - \$34.26 Hourly
\$2,254.40 - \$2,740.80 Biweekly
\$4,884.53 - \$5,938.40 Monthly
\$58,614.40 - \$71,260.80 Annually

OPENING DATE: 11/30/21

CLOSING DATE: 01/14/22 11:59 PM

DESCRIPTION:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, to perform professional functions and assignments in the field of economic development and redevelopment; to conduct special projects and studies as assigned; to prepare reports and recommendations relative to assigned area of responsibility; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to perform a broad range of complex economic development and redevelopment assignments. Appointment to this position requires considerable knowledge and experience in development processes and permitting, economic factors influencing private investment decisions, marketing techniques, and applicable laws and regulations. This class is distinguished from the Planning Technician class series by greater level of responsibility and independence.

REPORTS TO

Director of Economic Development or designee.

CLASSIFICATIONS SUPERVISED

May be required to supervise staff.

EXAMPLES OF DUTIES:

REPRESENTATIVE 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.

1. Perform economic development and redevelopment work in specific private development projects and public improvement projects.
2. Perform a variety of research, administrative, staff, and analytical assignments in support of the City's economic development activities.
3. Serve as project manager for studies, research, reports, and projects.

4. Perform economic development work in private development projects and public improvement, construction, or demolition projects.
5. Perform research and prepare a variety of environmental determinations, comprehensive and environmental impact reports, proposals, plans, studies, publications, demographic packages, and presentations regarding economic development.
6. Develop and coordinate the preparation, production, and distribution of promotional materials, newsletters, brochures and other media.
7. Conduct and monitor business assistance programs; assist businesses to expand and create jobs by helping them find the assistance and programs they need.
8. Assist in the preparation of the departmental budget, mission, goals, and objectives for funds.
9. Facilitate, conduct, and make presentations at public meetings.
10. Perform a variety of community relations activities; meet with representatives of other public agencies, individuals or groups in the development or promotion of the City's economic development efforts and interests; coordinate and assist in community tours and attend various community functions and meet with various community groups.
11. Market economic development programs and activities through workshops, business meetings, social media, email, phone, neighborhood meetings, newsletters, and other marketing outlets.
12. Collect, compile, and analyze data for projects and problems related to the development and operation of the City's multi-faceted economic development efforts.
13. Prepare and oversee leases and maintenance for City owned buildings.
14. Respond to information requests from brokers, leasing agents, and site location consultants.
15. Serve as liaison between property owners, brokers, and end users.
16. Operate and perform various functions for the City's Visitor Services Program including processing payroll, pay and processing bills, ordering supplies and materials, shop for resale vendors, and provide visitor, recruitment, and relocation information.
17. Serve as point person for the Downtown Business Improvement Area, events and parades, Downtown liaison, and city owned facilities; pay and process bills.
18. Respond to various tenant issues including maintenance and security issues.
19. Carry-out duties and tasks as assigned for the Parking Authority.
20. Perform related duties as required.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of an economic development program.
 General principles of public planning, downtown revitalization, and economic development.
 Purposes and procedures of public planning agencies, boards, and governing bodies.
 Land and facility development and utilization.
 Program and facility planning and development.
 Pertinent federal, state, and local laws, codes, rules, regulations, and policies affecting land use economic development programs.
 Methods and techniques of research, statistical analysis, and report preparation.
 Graphic illustration and presentation.
 Development processes and permitting.
 Business, market, and economic indicators and trends influencing private investment decisions.
 General marketing concepts and principles.
 Principles and practices of record keeping and records management.
 Municipal organization and operation including as it relates to economic development programs.
 Sources of information related to a broad range of business programs, services, and administration.
 Accounting principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications Such as word processing, spreadsheets, and databases.

Ability to:

Plan, organize, and conduct a variety of Economic Development projects and programs.
 Work with commissions, boards, and committees on Economic development issues and projects.
 Critically review, problem solve, and provide recommendations on department related matters, issues, and projects.
 Develop and administer grants.
 Gather, organize, and analyze data, preparing a variety of reports and recommendations relative to assigned area of responsibility.
 Effectively represent the City and the Economic Development Division in contacts with the public, other City staff, and other government agencies.
 Collect, compile, and analyze technical, statistical, and other information related to public planning and economic development.
 Make effective oral and written presentations.
 Interpret and apply complex regulations, legislation, and guidelines.
 Interpret and apply federal, state, and local policies, laws, and regulations.
 Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
 Use appropriate software in performing project management and information development responsibilities.
 Negotiate leases and handle tenant issues.
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Three years of progressively responsible experience in public planning, zoning, permitting, redevelopment, and economic development analysis and consultation.

License or Certificate:

Possession of an appropriate California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an office environment and occasionally an outside environment with travel from site to site; frequent contact with other staff and the public.

Physical: Primary functions require sufficient physical ability to work in an office and outside environment; frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication and use of engineering and office equipment, including computers, telephones, calculators, copiers, and FAX.

SUPPLEMENTAL INFORMATION:

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #1033
ECONOMIC DEVELOPMENT ASSOCIATE
SF

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