



ECONOMIC DEVELOPMENT DIRECTOR

Bargaining Unit: Department Heads

DEFINITION:

Under administrative direction, to plan, organize, direct, and coordinate the City's Economic Development Department to represent the City in matters of economic development, and to perform related work as required.

CLASS CHARACTERISITICS:

This managerial class serves as administrator and coordinator of the City's efforts in promoting economic development. The incumbent reports to the City Manager who also serves as Executive Director of the Redevelopment Agency. The incumbent serves as a liaison with local, State, and Federal economic development agencies, and brings various program activities together into a city-wide coordinated ad planned economic development strategy.

The Economic Development Director acts with a high degree of independence of action in the assigned area of responsibility to attain objectives according to policy guidelines. The incumbent is expected to develop methods and procedures and solve problems encountered. Except where a deviation in policy is involved, most work is not reviewed directly by the supervisor and when work is reviewed, the review is directed toward final outcomes and results.

EXAMPLES OF DUTIES (*illustrative only*):

- Directs and coordinates the City's economic development efforts that may include financing, site selection, supplemental outreach recruitment, existing business expansion and development entitlement assistance.
- Prepares and recommends the City's economic development policy goals and implementation plans.
- Serves as liaison with local, State, and Federal agencies responsible for economic development activities.
- Manages developer selection process and negotiates development agreements for commercial and industrial projects within the redevelopment project area.
- Directs research and preparation of various reports, proposals, and studies.
- Chairs ad hoc task forces comprised of key employees from other City departments in order to respond in a coordinated manner to the development needs of applicants.
- Represents the City at various meetings.
- Performs related work as required.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Possession of a Bachelor's degree from an accredited college or university with a degree in public or business administration, urban planning, economics, or a closely related field. A Master's Degree in one of these fields is desirable.

Four years increasingly responsible experience in managerial -level work in economic/business development and municipal services.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Principles and practices of economic development and its components, such as financing, site selection, business outreach and recruitment, existing business expansion and development entitlement assistance.
- Laws, ordinances, and regulations governing the operation of municipal government and community redevelopment agencies.
- Management theory and practice.
- English usage, spelling, grammar, and punctuation.
- Appropriate safety precautions and procedures.

Ability To:

- Plan, organize, and administer comprehensive economic development programs; coordinate a task force designed to respond to development needs of applicants.
- Prepare comprehensive reports, make effective oral presentations, and maintain effective public relations.
- Exercise good judgment in the handling of municipal affairs.
- Formulate and administer budget.
- Operate a vehicle observing legal and defensive driving practices.
- Establish and maintain effective relationships with those contacted in the course of work.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.