

ECONOMIC DEVELOPMENT/GRANTS MANAGER

PURPOSE

Under direction of the City Manager, helps develop, coordinate and implement the overall economic development plan for the City. Acts as project manager to facilitate development projects within the city. Administers marketing and outreach programs for new businesses and for the retention and expansion of existing businesses. Provides specialized administrative support for preparing state and federal grant applications and in the oversight of grant funds and project activities. Provides staff assistance to the City Manager; performs related and other work as required.

It is the intent of the City Council that the Economic Development/Grants Manager recognizes that the key objectives of the City's General Plan and growth management ordinance are slow and balanced growth. The community values business retention and rejuvenation in addition to attraction of quality new economic development activities.

WORKING CONDITIONS

Work is conducted primarily in an office setting, but includes visits with existing and proposed new businesses and construction sites. Conditions may include attendance at meetings, which are conducted in the evening; as well as occasional weekend or irregular hours.

PHYSICAL DEMANDS

Stand, bend, sit, kneel, reach and move about safely in city business office work locations. Pick-up, manipulate, move, raise and lower small business office equipment, materials and supplies, and work products weighing 30 lb. or less; Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses. Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of this classification.

DISTINGUISHING CHARACTERISTICS

This mid-management (FLSA exempt) position reports to the City Manager. The position works independently, but may supervise and coordinate work of City staff in conjunction with various economic development related projects.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Manager. May exercise functional and technical supervision over professional, technical and clerical support staff.

ESSENTIAL JOB FUNCTIONS - Duties may include, but are not limited to the following:

Provides coordination in implementing City Council policies, goals, priorities and objectives related to economic development.

Serves as the City's primary contact on efforts to promote the City, and recruit quality economic development projects. Manages economic development projects through to completion, expediting, facilitating and mediating any potential roadblocks.

Maintains close liaison with existing and potential industries, businesses, Chamber of Commerce, downtown improvement association(s), education and community groups, land and building owners, developers, marketing firms and federal, state, regional and county agencies involved in economic development activities.

Conducts research, gathers and analyzes data regarding economic problems and needs. Monitors and forecasts fiscal and economic activities, and related legislation. Conducts feasibility studies. Makes recommendations regarding policies, procedures, time lines, plans and strategies.

Facilitates the smooth processing of permits and financial assistance requests, including grant writing and packaging of financial assistance from federal, state and local sources. Monitors and may coordinate existing programs related to economic development, such as Community Development Block Grant implementation, Revolving Loan Program and Facade Rehabilitation Program.

Represents the City in negotiations with property owners related to real estate acquisition or development issues, and makes recommendations to the City Manager.

Works closely with the City Manager, City Council, City Attorney, City departments; commissions, committees, consultants and community organizations in coordinating a wide variety of economic development activities and programs.

Initiates contact with businesses interested in expanding or investing in the community, initiates recruitment efforts to attract businesses. Acts as the City's ambassador in industrial and commercial recruitment activities. Develops and conducts outreach efforts for economic development with a wide variety of community and regional organizations and agencies.

ESSENTIAL JOB FUNCTIONS – Continued

Prepares grant applications and oversees implementation of grant funds.

Represents the City in a variety of meetings. Conducts presentations to business and community groups, government agencies and committees, City Council and City Commissions.

Prepares a variety of written documents including policies and procedures, reports, proposals, grant applications, publications, correspondence, charts, diagrams and other visual displays. Participates in the development and administration of the Economic Development program budget.

DESIRABLE QUALIFICATIONS

Knowledge and Abilities:

Knowledge of principles and practices of public administration, urban planning, marketing and economic development; of current trends in real estate and development; of federal, state and local laws and regulations affecting economic development; of methods and procedures in financial analysis, municipal and mortgage financing, and current related funding resources; typical federal and state grant processes and procedures; and of principles and practices of leadership, motivation, team building and conflict resolution.

Ability to supervise and coordinate various economic projects; to interpret and apply complex regulations, legislation and guidelines; to analyze complex issues and problems, evaluating alternatives and recommending practical solutions; to exercise initiative and sound judgment in solving difficult and complex problems; to communicate clearly and concisely, both orally and in writing; to establish and maintain effective working relationships with those contacted in the performance of required duties; to utilize typical computer software/hardware.

Education/Experience:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Bachelor's Degree from an accredited college or university with major course work in public or business administration, urban planning, economics or marketing.

Experience: Four (4) years of increasingly responsible and varied experience in economic development, redevelopment, marketing, grants acquisition and management, real estate or a closely related field and some supervisory experience.

License or Certificate

Possession of valid California Driver's License and a satisfactory driving record is a condition of initial and continued employment.