
TEMPLE CITY CLASS SPECIFICATIONS

ECONOMIC DEVELOPMENT MANAGER / ASSISTANT TO THE CITY MANAGER

DEFINITION:

This is an "at will" position. Under general direction of the City Manager, the Economic Development Manager/Assistant to the City Manager plans, directs, and coordinates the various functions of economic development for the City. Initiates, formulates, designs, coordinates, markets, implements and monitors various development projects; analyzes and identifies opportunities for additional growth; develops and actively implements economic development strategies; and serves as advisor to City officials and staff, business groups, property owners, and developers.

EXAMPLES OF DUTIES:

The Economic Development Manager/Assistant to the City Manager develops programs for the revitalization of the City's commercial areas; implements strategies, designs, and negotiates financing tools and packages to implement the City's revitalization programs; obtains and integrates appropriate grants for the City's revitalization programs; performs technical analysis and interpretation of pertinent economic revitalization; provides professional advice to City officials and staff, property owners, developers, and private developers; participates in the preparation of development agreements; makes presentations before public bodies and community organizations on the revitalization activities of the City; monitors and reports on the progress of the City's revitalization programs to the City Council, Planning Commission, and City management team; and communicates orally and in writing with developers, property owners, City departments, business owners, civic groups and other governmental agencies.

The Economic Development Manager/Assistant to the City Manager manages City-owned real estate assets, including leased properties; markets real estate assets, attracts tenants, negotiates leases, manages property, and implements new development projects; serves as principal City liaison to the Chamber of Commerce and to regional and statewide economic development and real estate organizations; makes presentations to the City Council, community groups, and management on a variety of issues, including economic development; prepares the program budget; establishes revenue goals, recommends and manages expenditures within the budget.

DESIRABLE QUALIFICATIONS

Knowledge of: Marketing, real estate development, investment planning/counseling, business forecasting, business development, financial management; redevelopment operations, land disposition and development, general planning principles, state and federal redevelopment laws and regulations, project scheduling, and contract administration is a desirable; current trends in local economic development, with specific reference to redevelopment and revitalization is essential.

Ability to: Analyze and interpret economic, demographic and physical data pertaining to the City and apply this information to the development of comprehensive revitalization programs; possess excellent oral and written communication skills; make presentations before public bodies and community organizations and establish and maintain effective relationships with City officials, developers, civic groups, various agency representatives and the public.

Education and Experience: Five years of increasingly responsible experience in dealing with economic development, redevelopment, urban planning and financial programs. Graduation from an accredited university or college with a Bachelor's Degree in public administration, business administration, urban planning or a related field. A Master's Degree in public administration, business administration, or urban planning is highly desirable.

OTHER QUALIFICATIONS:

- Possession of a valid Class C motor vehicle operator's license from the State of California.
- Ability to lead, manage, and supervise.
- Ability to operate a computer and applicable software applications, calculator, telephone, cell phone, or portable radio.
- Ability to make oral presentations, including public presentations and workshops.
- Ability to understand and respond to the public and staff's requests for assistance both on the telephone and in person.
- Ability to prepare detailed narrative reports, perform complex numerical analyses and sort/file documents.
- Ability to perform extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard.
- Ability to get from one location to another in the course of doing business.
- Ability to sit for up to two hours at a time.
- Ability to speak Mandarin is preferred, but not required.