

ECONOMIC DEVELOPMENT MANAGER (PART-TIME)

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION:

Under direction, performs a wide variety of economic development activities of the City, including economic strategies, business attraction/expansion/retention, and City marketing and public relations. Administers programs for the retention and expansion of existing businesses, and for the attraction of commercial and industrial development to the Lodi community; provides staff assistance to the City Manager and Economic Development Director; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Receives direction from the Economic Development Director.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Researches and analyzes a variety of approaches to attract, retain and facilitate the expansion of businesses within the community by analyzing economic development opportunities within the community; surveying and interviewing local business owners to determine needs and issues, developing business retention and expansion programs, and functioning as a liaison with local business owners with regard to past, present and future barriers to local economic development;

Assists new and existing firms with expeditious permit processing and capital needs including packaging of financing from federal, state, and local sources; serves as liaison with existing and potential industries, businesses, land and building owners, developers, marketing firms, and federal, state, regional and county agencies, regarding loans, grants, data, and educational resources;

Develops marketing, promotional, and public relations strategies designed to encourage retention, expansion and the attraction of new businesses and industry to the community by making presentations to the City Council and industry representatives on development issues; attending meetings and conferences, serving on committees and participating in discussions to promote the City with industries desirable to the community and compatible with the expectation of the economic development plan;

Monitors legislation and developments related to economic development; evaluates their impact in City operations and programs, and recommends and implements policy and procedural improvements; ensures that economic development activities comply with City goals, policies and procedures, as well as local, federal and state regulations; develops and maintains required reports, files and records;

Provides assistance and coordination to the City Council, commissions, committees and City management staff in matters related to a wide variety of economic development and redevelopment activities and programs; researches and analyzes economic problems and prepares comprehensive reports;

Participates in the development and administration of the Economic Development program budget;

Provides staff assistance to the Economic Development Director and City Manager, including participating in the Council Communication development and review process, and contribute to City strategies on workforce analysis and employee relations;

Performs other duties related to the operation of the department and the city, including additional duties that enable the department and City to meet the diverse needs of its community.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern and highly complex principles and practices of economic development; business and industrial development; economic development incentives; public and private sector financing; real estate development; urban planning;

Community characteristics, including planning, zoning, schools, budgets, and recreational facilities and civic attractions; informational resources relating to industry, legislation, business, economics, community development, redevelopment and related matters affecting the growth of the community;

Functions and organizations of a municipal government; applicable federal, state and local laws, rules and regulations relating to economic development and utility efficiency programs;

Principles and practices of marketing, public information, and media relations; principles of organization, administration and budget.

Ability to:

Research and analyze a variety of approaches to attract, retain and facilitate the expansion of businesses within the community by analyzing economic development opportunities within the community; survey and interview local business owners to determine needs and issues, developing business retention and expansion programs,

and function as a liaison with local business owners with regard to past, present and future barriers to local economic development;

Develop comprehensive and creative strategic plans for present and future departmental services; analyze technical and administrative obstacles, identify solutions, project outcomes, and take or recommend appropriate actions; forecast and plan for future needs;

Work effectively with business leaders, financial institutions, citizen groups and City staff in interdepartmental and diverse team environments; be persuasive in marketing and selling the City to prospective businesses and industries;

Interpret and apply federal, state, and local policies, procedures, laws, and regulations;

Communicate effectively and persuasively both orally and in writing; collect and analyze a wide variety of data and materials; prepare and analyze a variety of reports, statements and correspondence;

Maintain accurate records and prepare clear, concise and effective correspondence, media materials, public and educational materials, reports and other written materials;

Establish and maintain cooperative effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, business, public administration, finance/economics or a closely related field.

Experience:

Four (4) years of professional level experience in economic/business development and municipal services.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

WORKING CONDITIONS

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, complaints, and peak workload periods. Position may require working with the public and attendance at night and/or weekend meetings, and driving a motor vehicle.

PHYSICAL DEMANDS

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, repetitive hand movement and fine coordination when using a computer keyboard, clear speech, visual and hearing acuity; hear and speak well enough to converse by telephone, in person, and to large groups and be clearly understood. Stamina to work additional hours to meet deadlines.