



Job Title: **Economic Development & Special Project Administrator**
Department: **Economic Development**
Date: **September 17, 2018**
 Non-Exempt Exempt
FLSA Exemption: **Administrative**
Job Reports To: **City Manager**
Pay Grade:
 Full Time Part Time

Job Description

Summary/Objective

Under administrative direction, direct, manage, and supervise programs and activities of the Economic Development Division; initiate, implement, as well as coordinate assigned activities with other City departments, other divisions, and outside agencies and the general public in support of the City Manager. Perform related duties as assigned.

This is an experienced-level class in the City's Economic Development Department. The position is distinguished from other jobs in the economic development division given the minimal supervision provided and its greater range of functional responsibilities and decision-making authority. This position has administrative, financial, and managerial functions that are similar in nature to the Senior Planner and Community Development Manager.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

1. Assists and participates in the formulation of economic development strategies and programs designed to ensure the retention and expansion of the City's commercial, retail and industrial base.
2. Participates in the development of creative promotional concepts and materials, including art design, layout and production; participates in the development and production of promotional advertising materials for the print media, mailings and other promotional activities.

3. Researches demographic and statistical information and coordinates the placement of print media; assists and participates in the preparation and distribution of economic development related news releases.
4. Follows up on leads generated by mailings, print media, trade shows, news releases, and other promotional activities; contacts and encourages businesses to relocate to the City.
5. Analyzes and conducts surveys to track growth and perform needs assessments of employers.
6. Represents the City at trade shows; prepares displays and marketing promotional materials for trade shows.
7. Develops and maintains information for the Economic Development web pages on the City of San Jacinto Web site. Manages all social media/marketing/public relations for the City Manager's office.
8. Coordinates and conducts public meetings and project presentations to interested businesses, groups and individuals; meets with targeted businesses to promote their expansion within the City of San Jacinto.
9. Attends various meetings, makes presentations and provides technical advice regarding economic development programs, issues and projects; coordinates Team San Jacinto meetings.
10. Organizes outreach events; business round tables, local business highlights (monthly).
11. Provides technical assistance to other City departments, businesses, industry and other interested individuals and groups.
12. Plans, organizes, and hosts a variety of City-sponsored events for residents throughout the San Jacinto Valley such as summer concert series, parades, parties, Mayor's Ball, State of the City, and other community outreach events.
13. Researches, registers, coordinates, and attends various conferences promoting the City to developers and businesses.
14. Prepares various reports.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Financial Management.
5. Project Management.
6. Personal Effectiveness/Credibility.

Qualification Guidelines

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

Education A Bachelor's degree in Public Administration, Economics, Business Administration, Urban Planning or a closely related field from a college or university with full accreditation status granted by an institutional or specialized accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.

Experience Plus five years of increasingly responsible economic development or redevelopment experience, including several years of lead or supervisory experience.

Licenses and Certificates Possession of a valid Class C California Driver's License with a safe driving record is required.

Knowledge, Skills & Abilities

Knowledge of:

- Principles, procedures, standards, practices, information sources and trends in the fields of economic development and marketing.
- Local, regional and state programs and incentives for business attraction and retention.
- Media resources for economic development.
- Social/economic concepts as applied to economic development.
- Local government organization and the functions and practices of an economic development unit.
- Research methods and statistical techniques and applications.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
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Ability to:

- Prepare creative promotional and advertising materials.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Exercise sound independent judgment within established guidelines.
- Represent the City effectively in meetings with businesses, community groups, governmental bodies, the media, and the public.
- Prepare clear, concise and complete technical documents, reports and correspondence.
- Conduct analyses and make accurate recommendations based on study findings.
- Make persuasive oral and written presentations, including marketing and promotional materials.

Skills:

- Manage and monitor complex projects, on-time and within budget.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Working Conditions, Mental and Physical Demands

The physical demands 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.

Work Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands

This is, at times, a sedentary office classification although standing in work areas and walking between work areas may be required. However, during conferences and trade shows, standing and/or walking may be required for many consecutive hours.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Essential Mental Functions

Regularly required to use written and oral communication skills, read and interpret data, analyze and solve problems; observe and interpret situations; interact with City staff.

Be able to make quick decisions, provide guidance and direction to others, problem solve, read, write, and speak publicly. Essential to be able to read, organize, process and interpret data, and be able to add, subtract, multiply and divide.

Supervisory Responsibility

This position has no supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 7:00 AM – 6:00 PM (4x10 work week). The position must be available to attend evening and weekend meetings as well as respond to emergency situations.

Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and approval The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager  Date 9-18-18

HR  Date 9-18-18

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____