

CITY OF CARSON  
Class Specification

City Council Reso. No: 23-176  
Bargaining Unit: AME  
FLSA: Non-Exempt

## **ECONOMIC DEVELOPMENT MANAGER**

### **Job Summary:**

Under general direction of the Director of Community Development, performs complex administrative duties and supervises staff responsible for programs and projects designed to promote a sustainable economy through business development, retention and attraction including the promotion of City-sponsored projects and initiatives.

### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.

1. Manages the development and implementation of economic change through business retention and expansion, attraction of commerce and light industry, and the creation of incentive zones or programs and small business grant/loan programs;
2. Plans, organizes, administers and coordinates strategies, programs and projects in support of economic development and business development, retention and attraction;
3. Supervises staff assigned to implement projects that further the objectives of the City's Economic Development Strategic Plan and other programs;
4. Participates in the negotiation, preparation, and processing of documents and implementation of such documents as development agreements, owner participation agreements, contracts, grants, resolutions, and requests for proposals, etc.;
5. Oversees maintenance of inventory of available properties for businesses to occupy including retail, industrial space and open land. Coordinates and supervises staff to match businesses to available space when possible and solicits and packages responses to RFIs from the Governor's Office, the LAEDC, and other regional organizations;
6. Analyzes, formulates and implements policies and administrative procedures for activities, projects and programs within the area of responsibilities; and monitors the effectiveness of those activities;
7. Participates in the evaluation of real property development projects that involve public and public-private partnerships;
8. May provide assistance in the facilitation and negotiation of leases and/or purchase and sale agreements and other contracts with developers;
9. Prepares and reviews staff reports for Economic Development Commission and City Council on policy and project matters;
10. Prepares requests for proposals for professional services, evaluates bids and products, makes recommendation for selection, evaluates and monitors quality of vendor or contract services;
11. Reviews and edits materials, including draft reports and staff correspondence;
12. Serves as liaison and facilitates communication between staff and other City departments, community groups and non-profit agencies regarding community-wide economic development initiatives;

13. Participates on interdepartmental and intradepartmental teams, committees and boards as required;
14. Performs other related duties, as assigned;
15. Serve as City Liaison to the Chamber of Commerce, South Bay Workforce Investment Board, the South Bay Cities Council of Governments Economic Development Managers Group, and other external organizations as needed;
16. Serve as staff to the City's Economic Development Commission.

## **QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

Bachelor's degree in business administration, public administration, real estate, finance or a closely related field; and four (4) years of full-time, paid experience in small business lending, commercial real estate, economic development, housing development, marketing, or a related field, including at least three (3) years in a supervisory or manager capacity. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Principles and practices of real estate finance and development;
- Principles and practices of small business assistance and expansion, including lending programs and grants;
- Federal, State and Local economic development programs and regulations;
- Principles of zoning and land use regulations;
- Basic principles and practices of Federal and State environmental law;
- Principles of business attraction and community marketing;
- Contracts management;
- Research techniques;
- Public and private funding sources and requirements;
- Budget development and management;
- Projects and program management;
- Supervisory principles, practices and techniques;
- Effective customer service techniques;
- City and department mission, including strategic goals and objective;
- General City operations;
- Principles and techniques of public speaking and public relations;
- Personal computer software and hardware.

### **Skill and/or Ability to:**

- Plan, supervise and coordinate the activities of the Division;
- Select, train and supervise staff;
- Prepare analytical and financial reports;
- Make accurate calculations and revenue estimates;
- Formulate, interpret and apply relevant public policies, laws and regulations;
- Develop and implement innovative programs and projects;
- Communicate clearly and effectively, both orally and in writing;
- Make effective oral presentations to City Commissions, the City Council and other groups;
- Analyze complex issues and synthesize cogent policy recommendations;

- Establish and maintain effective working relationships with a variety of individuals contacted in the course of work including business owners, developers, building industry professionals, department staff, members of other city departments, government officials, community groups, boards and commissions and the public;
- Provide effective customer service;
- Promote community participation in programs;
- Develop and maintain a budget;

### **License and Certificates:**

Possession of a valid California Class C Driver License. Employee in this classification will be enrolled in the California Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

### **Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Work is primarily performed indoors in an office setting. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.
- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Require the ability to stand and/or walk for long periods or distance
- Is subject to inside and outside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to use city and/or personal vehicle in the course of employment.