CITY OF MONTEREY PARK  
Human Resources Department  
320 W. Newmark Ave. Monterey Park, CA 91754 (626) 307-1334  
www.montereypark.ca.gov  
announces a job opening for

ECONOMIC DEVELOPMENT  
PROJECT MANAGER - EXTENDED  
(Open/Promotional, Full-Time Position)

**SALARY:** $7,215 - $9,231 monthly, plus excellent benefits including $50/mo bilingual pay for a qualified second language.

**DEADLINE:** *September 29, 2017 at 4:30 P.M.*  
Completed City application, including any related educational or training documents and certificates, must be submitted through the online application system within the filing period. *Incomplete employment applications will not be processed. Complete all requested information including the non asterisk boxes.* Please visit [www.montereypark.ca.gov](http://www.montereypark.ca.gov) to apply online.

**THE POSITION:**  
Under general direction of the Director of Community and Economic Development, the Economic Development Project Manager assists in the planning, management, coordination and implementation of a variety of complex economic development activities, projects and programs; and performs related duties as assigned. This mid-management position leads a staff of three in the Economic Development Division.

Formulates, organizes and directs programs, specific plans, policies, and procedures related to economic and real estate development activities, analyzes the economic and financial feasibility of proposed economic and real estate development projects; analyzes alternative methods of financing; makes appropriate recommendations, negotiates terms of developments with developers, business persons, homeowners and commercial tenants; conducts complex research, studies, surveys and produces reports recommending appropriate courses of action; prepares and/or oversee the preparation of commercial proformas and feasibility studies; supervises acquisition and deposition of property; prepares and disseminates information; performs contract preparation; and participates in a variety of meetings with the Director.

**QUALIFICATIONS:**  
**Knowledge of** - Public sector management and project management; principles and practices of land use planning, economic development, real estate development, business attraction, business retention and public sector marketing; applicable local, state and federal laws and codes; economic and commercial real estate analysis techniques; report writing; and public relations.  
**Skills/abilities** - Plan, coordinate, and perform complex real estate related transactions; develop and implement traditional and innovative economy development programs and projects; communicate effectively both in writing and orally; prepare analytical and financial reports; interpret and apply laws, regulations and policies; establish and maintain effective working relationships with a wide variety of organizations, citizens, elected officials, co-workers, and private sector representatives; supervise others.  
**Education and Experience** - An under graduate degree in Planning, Real Estate Development, Public Administration, or closely related fields is required. At least four years of professional work experience in economic or real estate development, redevelopment, land use planning, business retention and attraction and similar public sector economic development activities in which two of the four years of experience must be at a mid-management and/or supervisory level.  
**License and Certification** - A valid California Class C Driver's License is required at time of appointment and as a continuing condition of employment. A commercial real estate license is highly desirable.
**SELECTION PROCESS:** Candidate’s whose education and experience best meet the needs of the City will be invited to the Assessment of Qualifications. Candidates must pass all components of the testing process to qualify for the position.

**Assessment of Qualifications**

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After a conditional job offer is made, the candidate must pass a pre-employment medical examination, including a drug/alcohol screen. Applicants with legal disabilities who require special testing arrangements must contact the Human Resources at least five (5) days prior to the examination date.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE. THE CITY OF MONTEREY PARK DOES NOT DISCRIMINATE AGAINST MINORITIES, WOMEN OR PERSONS WITH LEGAL MENTAL OR PHYSICAL DISABILITIES. THE CITY OF MONTEREY PARK IS AN EQUAL OPPORTUNITY EMPLOYER.**

Following is a summary of the provided benefits. For further information, refer to the unit’s Salary Resolution or Memorandum of Understanding.

- **HOLIDAYS:** 116 hours of paid holidays per year.
- **VACATION:** 80 hours of vacation each year plus eight additional hours for each year served beginning with the employee's sixth anniversary to a maximum of 200 hours per year.
- **ADMINISTRATIVE LEAVE:** FLSA-exempt positions accrue 40 hours of administrative leave per fiscal year.
- **SICK LEAVE:** 88 hours annually. Upon retirement an employee is paid for 50% of accumulated sick leave and the other 50% is applied toward retirement service credit. Cash out option is available annually, with a cap.
- **CASH OUT OF ACCURED LEAVE:** An employee may elect to cash out up to 120 hours of accrued vacation, holiday and administrative leave, or any combination thereof, if applicable under MOU.
- **MEDICAL INSURANCE:** The City contributes up to $1,000 per month toward medical insurance for employee, eligible dependents and retirees. Employees have a variety of medical insurance plans to choose from. Employees who waive City-paid medical coverage and present proof of insurance in a non-City employee’s health insurance plan will receive $300 per month cash-in-lieu.
- **DENTAL INSURANCE:** The City contributes up to $70.00 per month toward dental insurance for the employee and eligible dependents.
- **VISION INSURANCE:** The City contributes up to $20.00 per month toward vision insurance for the employee and eligible dependents.
- **LIFE INSURANCE:** The City provides a $50,000 life insurance policy. Additional life insurance is available.
- **LONG TERM DISABILITY INSURANCE:** The City pays the premium for long-term disability insurance for the employee.
- **RETIREMENT:** Classic employees are covered by the Public Employees Retirement System (PERS) at 2.7% @ 55, single highest year. New PERS member's retirement tier is 2%@62, three average years. Classic members pay 8% PERS member contribution and new members pay 6.5% PERS member contribution. The City does not participate in the Social Security System, except for the mandatory 1.45% Medicare contribution.
- **EMPLOYEE ASSISTANCE PROGRAM:** Regular, full-time employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.
- **MEDICARE:** Employees pay the mandatory 1.45% Medicare contribution.
- **CREDIT UNION:** F & A Credit Union is available to employees.
- **DEFERRED COMPENSATION:** Available to all employees who wish to participate.
- **BILINGUAL PAY:** $50.00/mo for the ability to speak a qualified second language.
- **TUITION REIMBURSEMENT:** Those who have passed probation are eligible for limited reimbursement for approved courses & books at CalState-LA University tuition rates.
- **EMPLOYEE COMPUTER LOAN:** Those who have passed probation are eligible for $2,500 interest free loan to purchase a computer.
- **DRUG/ALCOHOL FREE WORKPLACE:** It is the policy of the City of Monterey Park to maintain a drug and alcohol free workplace. Applicants for City employment are expected to comply with this policy.
- **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** In compliance with IRCA of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation.

**NOTE:** As required in Government Code Section 3102, all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council must sign an oath or affirmation before entering upon the duties of their employment.

All employees of the City of Monterey Park are designated by both State and City Ordinance to be “Disaster Service Workers”. In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.