

THE SELECTION PROCESS

A limited number of applicants whose qualifications best meet the needs of the City will be invited to participate in the selection process, which may consist of a training and experience review of application materials, an appraisal interview with a panel and/or other qualifying tests. **Oral panel interviews are tentatively scheduled for Wednesday, April 10, 2019. Department selection interviews are tentatively scheduled for Thursday, April 18, 2019**

The City reserves the right to modify the selection process at any time. Successful candidates will have their names placed on an employment list for further consideration in the selection process.

Appointment will be contingent upon the ability to provide proof of eligibility to work in the United States and a thorough check of their employment history.



RESUMES/FACSIMILES WILL NOT BE ACCEPTED IN LIEU OF ORIGINAL CITY APPLICATION. POSTMARKS WILL NOT BE ACCEPTED IN LIEU OF TIMELY FILING OF APPLICATION.

For more information, or to

Apply Online

Visit the City's website at www.cityoftracyjobs.com

Click on: Employment Opportunities and then follow the instructions to submit your application. To be considered for this opportunity, an official application must be received in the Human Resources Department by:

Final Filing Date: Wednesday, March 27, 2019 @ 3PM

THE CITY OF TRACY IS AN EQUAL OPPORTUNITY EMPLOYER

The City considers applicants without regard to race, color, religion, ancestry, national origin, sex, marital status, age, medical condition or disability, or any other status protected by law. The City seeks candidates who can make contributions in an environment of cultural and ethnic diversity. The City of Tracy makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the selection process, they should state their needs in writing when submitting an application package.



The City of Tracy Invites You to Apply for:

ECONOMIC DEVELOPMENT MANAGER

\$8,420 - \$10,234 per month

Open/Promotional

Final Filing Date: Wednesday, March 27, 2019 @ 3PM

The City of Tracy is seeking a dynamic Economic Development Manager to provide day-to-day oversight for the administration and implementation of activities relating to Economic Development. The professional selected for this position will act as the City's economic development liaison, working closely and in conjunction with, community organizations, such as Chamber, Tracy City Center Association (TCCA), and the county-wide San Joaquin Partnership. Additionally, this professional will have considerable latitude in managing and directing the Economic Development Program. This position reports to the Assistant City Manager, who is the department head with overall responsibility for the City's economic development, including economic and workforce development. This position oversees a staff of two Analysts.

THE IDEAL CANDIDATE

The ideal candidate for this position must be an effective marketing professional and communicator, a creative problem solver, and adaptable to change. Under the direction of the Development Services Director, the ideal candidate will provide day-to-day support for the administration and implementation of activities relating to the City's economic development. The Economic Development Manager will work with other City departments and external agencies/organizations to achieve the goals & objectives of the Economic Development strategy. This position may also provide professional support to other departments as the City encourages team problem-solving approaches to issues. The incumbent at this level requires a flexible, detail oriented person with high energy level who can work and deal effectively with members of the public, City departments, outside agencies/organizations, and assist other personnel in assigned duties.



DUTIES INCLUDE (But Are Not Limited To):

The Economic Development Manager performs the following duties:

- ❖ As the City's economic development liaison, works closely with the Chamber of Commerce, Tracy City Center Association (TCCA), and the San Joaquin Partnership; other organizations, and private and public agencies to promote and facilitate implementation of programs and activities, and exchange of information.
- ❖ Participates in the development of goals, objectives, policies, and priorities on economic development issues for City administration and for the business and general community.
- ❖ Plans, schedules, and coordinates the development, implementation, monitoring and evaluation of economic development programs and projects, including initial planning, feasibility determination, community involvement and acceptance, and implementation with project timetables.
- ❖ Provides information to corporate representatives and developers regarding the City's development requirements and approval process, and when feasible, facilitates the process with alternatives to expedite the approval process.
- ❖ Serves as coordinator among City departments and the City's finance team to provide information to prospective developers on City requirements and conditions, and to discuss financing alternatives and develop viable finance plans.
- ❖ Assists in preparing, negotiating and administering development agreements, finance plans, and/or contracts in accordance with contract specifications.
- ❖ Performs general administrative activities including preparation and administration of the economic development division's budget, contracts, city resolutions, correspondence, and related materials as appropriate.
- ❖ Provides technical staff support to the Development Services Department, City Manager's Office and the county-wide San Joaquin Partnership and, as needed, prepares documentation for consideration and action.

- ❖ Acts as an ombudsman among City departments, applicants and other agencies to streamline processing and implementation.
- ❖ Negotiates complex agreements resulting in project implementation.

EXPERIENCE AND EDUCATION

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:

Experience:

Five Years of progressively responsible professional level experience working in public sector economic development, land use planning, and/or community development department performing complex project work; or related business management experience in the private sector with responsibility for staff supervision, contract negotiation, project planning and development, marketing, land development and/or economic development. Experience in California, current knowledge of highly technical industries and municipal government is desirable.

Education:

Equivalent to a Bachelor's degree from an accredited college or university in urban planning, public administration, economics, business administration or a related field. Possession of a Master's Degree in a related area is desirable.

LICENSES AND CERTIFICATES

Possession of, or ability to obtain and maintain, an appropriate, valid California Driver license.

OUTSTANDING BENEFITS

The City provides an excellent benefits package, which includes the following:

- Retirement: CalPERS – (2 % @ 55 Classic, however formula is dependent on hire date & member status in CalPERS)
- Generous City contribution to employee's cafeteria account for coverage towards medical, dental, & vision care.
- City-paid \$50,000 life insurance policy.
- Holidays: 13 days/year; includes 2 floating holidays.
- Vacation: 96 hours annually to start.
- Sick Leave: 96 hours annually (unlimited accrual with medical bank option upon retirement).
- 104 hours of management leave per year.
- Management and Professional Development Benefit: \$960 per calendar year for job-related expenses.
- Employee Assistance Program.
- Tuition Reimbursement.
- Voluntary participation in Deferred Compensation Programs; ICMA & VALIC.
- Employees may elect to enroll in a Section 125 in a Pre-Tax Flexible Benefit Reimbursement Account.
- City of Tracy participates in Social Security.

