CITY OF BAKERSFIELD
Department of Human Resources
1600 Truxtun Avenue, Bakersfield, CA 93301
(661) 326-3773 / http://www.bakersfieldcity.us
INVITES APPLICATIONS FOR THE POSITION OF:
ECONOMIC DEVELOPMENT DIRECTOR (OPEN) #01273
An Equal Opportunity Employer

SALARY
$9,275.59 - $11,274.99 / Month

ISSUE DATE: 10/07/19
FILING DEADLINE: 10/28/19 by 1:00 PM Pacific Time

THE POSITION: Under administrative direction of the Development Services Director, manages activities of the Economic and Community Development Division. Work involves planning, organizing, and coordinating the City’s Comprehensive Economic Development Program and the Community Development Block Program; and performs other work as required.

REPRESENTATIVE DUTIES: The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting. Essential Duties: Oversees the administration, development, implementation and supervision of the City’s economic development activities, and the coordination of those activities with other governmental agencies, private-sector developers and lending institutions; Develops and directs the City’s Comprehensive Economic Development Strategy and the Community Development Block Grant Program (CDBG); Directs the coordination, formulation, implementation and management of projects dealing with economic development, and commercial revitalization; Coordinates program activities with City departments, other local governments, state and federal agencies, and citizens involved or interested in economic development or redevelopment issues; Monitors the various laws and activities of regulatory agencies relating to economic development, redevelopment and CDBG, and advises Development Services Director; Provides technical advice to the Development Services Director, commissions, committees and higher level members of City management in matters related to a wide variety of redevelopment and economic development activities and programs; Oversees the preparation of necessary documentation and reports to assure compliance with HUD regulations relative to the Housing and Community Development Act of 1980; Assists the Development Services Director and Business Manager in development and management of the budget for the Division.

MINIMUM QUALIFICATIONS: Applications will be accepted only for those applicants who clearly demonstrate on the COMPLETED City Application and Resume that they possess the minimum qualifications which include:

- Bachelor’s Degree from an accredited college or university in Business or Public Administration, Economics, Urban Planning, or related field; AND
- Five years of experience in Economic Development, Community Development and/or Redevelopment or related experience is required, of which two (2) years must be at supervising and/or division management level; OR
- An equivalent combination of training and experience which provides the capabilities to perform the described duties;
- Possession of a valid California Class “C” driver’s license
- Possession of a National Development Council or International Economic Development Certification

Highly Desirable:
- Master’s Degree in related field
- Additional training or certification in Economic Development Finance and a California real estate license

OTHER MINIMUM QUALIFICATIONS: Knowledge of: Principals and procedures necessary to fully support an enterprise class system, or application Principles, practices and procedures of economic development, community development and redevelopment: Principles of real estate development, land use planning, and zoning; Principles of development financing, bank practice, and investment markets; Contract and agreement development and administration; California redevelopment law; Federal, state and local laws; Rules and regulations related to state and federal programs; Practices and procedures of Community Development Block Grant application and administration; California Environmental Quality Act (CEQA); Housing and Community Development Act of 1980; Building design, construction management, loan packaging, rehabilitation finance and grantsmanship; Management and supervision; Public administration of principles and practices; City policies, procedures and practices; Computer applications related to work Ability to: Analyze and interpret data, reports, rules, and regulations relating to economic development and community development issues; Financially structure redevelopment and incentivized projects; Negotiate and administer contracts and agreements; Prepare and make effective public presentations relating to economic development objectives, before high level administrative and legislative bodies; Help the Department Head to Select, develop and evaluate staff and provide for their training and professional development; Delegate authority and responsibility; Express ideas on technical subjects clearly and concisely, both orally and in writing; Establish and maintain effective working relationships with a variety of City official’s community groups and the public. Physical Conditions or Special Working Conditions: Standard office environment and working conditions; Must be willing to work in various neighborhoods in the City including both businesses and private residences.

EXAMINATION (Weighted: 100%): The method of examination may include one or more of the following: written exam; oral exam; evaluation of education, training, experience or other qualifications as shown by the application; or by other information submitted, or by the record; questionnaires submitted to references; or any other appropriate measure of fitness. A minimum passing score of 70% is required. NOTE: Admission to the Examination may be limited to those applicants who demonstrate the best combination of qualifications. Applicants possessing the minimum qualifications are not guaranteed admittance to the Examination. Employment applications must be properly completed in accordance with instructions on face of application form. All pertinent information needed to determine that the applicant meets the minimum qualifications must be shown on the application, resume, and supplemental questionnaire; otherwise, the application may be rejected. Resumes will not be accepted in lieu of completed application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.bakersfieldcity.us OR City Hall North, 1600 Truxtun Avenue, Bakersfield, CA 93301

EXAM #01273
ECONOMIC DEVELOPMENT DIRECTOR
SD