



CITY OF HUNTINGTON BEACH
 Human Resources Department
 2000 Main Street
 Huntington Beach, CA 92648
<http://www.huntingtonbeachca.gov/jobs>

INVITES APPLICATIONS FOR THE POSITION OF:
ECONOMIC DEVELOPMENT MANAGER

An Equal Opportunity Employer

SALARY

\$9,535.07 - \$11,810.93 Monthly

OPENING DATE: 01/06/21

CLOSING DATE: 02/01/21 05:00 PM

DESCRIPTION:

In Huntington Beach, we believe passionately that the key to becoming the best beach City in the world starts and ends with finding the right people to join our team. At this time, we have an outstanding career opportunity available, as we're looking for the "right person" to serve as the Economic Development Manager in the Community Development Department.

The Community Development Department consists of Planning, Building, Permit Counter, Housing, Code Enforcement, and Economic Development. Knowledgeable and experienced municipal, detail-oriented candidates with strong analytical and critical thinking skills are desired.

The Economic Development Manager position will report to the Deputy Community Development Director. Generally, duties related to the position include, but are not limited to; business development (retention, expansion, and attraction), managing business improvement districts, serving as the liaison between the City and business community, administering former redevelopment real estate contracts and economic development incentive agreements, lead inter-departmental teams on major economic development opportunities, creating and managing new programs to implements the City's economic development goals and policies. The ideal candidate will have previous economic development experience with a government agency. Experience with a former redevelopment agency is a plus. Certification as a EDFP with the National Development Council or similar is highly desired.

Here in Huntington Beach, we value soft skills such as emotional intelligence and attitude just as much as technical skills and competency. Primary importance to our organization is the identification of individuals that are team-oriented, dedicated, genuine to the organization's values, and confident yet grounded in humility. Successful candidates will understand and value the critical importance that people play in building a successful organization.

Key traits for our ideal Principal/Senior/Administrative Analysts include:

- **A relationship builder and connector.** Someone who can quickly forge strong, trusting relationships with diverse sets of people, and readily inspires others to action.
- **Leadership through consensus.** Someone who is an approachable consensus-builder, but is also capable of independent and decisive thought and action.
- **A keen sense of ethics.** Someone who recognizes the importance of personal and organizational integrity, and someone comfortable raising and discussing ethical issues with the goal of "doing what's right," not "being right."
- **Innovative and flexible.** Someone able to see beyond what currently exists, and is constant in their pursuit of realistic game-changing breakthroughs for the Huntington Beach

organization and community.

- **Objective Accountability.** Someone who makes data-driven decisions and stays laser-focused on truly audacious goals while balancing the day-to-day needs of the organization.
- **A strategic problem-solver.** Someone able to break large challenges into smaller, manageable pieces, and then works to identify trends and prioritizes solving the root cause of issues.
- **Intellectual curiosity.** Someone who is an excellent listener, and who applies strong critical thinking skills and business judgement to complex issues.
- **A polished and professional demeanor.** Someone who will take great pride in representing the Huntington Beach community, and one who will serve as an ambassador for the City.
- **A Positive Attitude.** Someone who understands that even the best laid plans can go wrong, and has the self-confidence to course-correct with positivity and grace.

JOB SUMMARY

The primary reason this classification exists is to assist the Deputy Director of Community Development in managing, administering and strategically planning key programs in support of the City's economic development interests and to perform a variety of complex professional and technical administrative duties related to economic development.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Deputy Director of Community Development

Supervises: Professional, technical and/or administrative support staff

DISTINGUISHING CHARACTERISTICS

Assists the Deputy Director of Community Development in overseeing the day to day operations of the City's economic development programs; acts independently and performs the duties of Deputy Director of Community Development in the absence of the Deputy Director; coordinates the Department's economic development mission closely with other City departments; maintains effective and extensive professional relationships with representatives of other local, state and federal agencies.

EXAMPLES OF ESSENTIAL DUTIES

- Under the general direction of the Deputy Director of Community Development, plans, organizes, reviews, and participates in programs to attract, retain, and expand businesses in the City of Huntington Beach
- Represents the City in responding to inquiries from and providing guidance to business owners, property developers/investors, and others interested in economic development
- Collects, compiles, and analyzes economic and demographic data; coordinates economic studies relating to target industries and areas of the City
- Serves as liaison to and coordinates economic development functions with other City departments, outside agencies, business improvement districts, business associations, real estate brokers, developers, investors, and other members of the business community
- Participates in the establishment and implementation of goals, objectives, policies, and priorities for economic development programs
- Conducts outreach to the business community to promote economic and employment growth within the City; analyzes business opportunities and needs; makes recommendations for economic development programs
- Helps develop and administer the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies
- Plans, prioritizes, assigns, supervises and monitors the work of professional, technical, and administrative staff; provides or coordinates staff training; coaches employees to improve job performance and to correct deficiencies; prepares performance evaluations
- Interacts closely and effectively with the staff of all Community Development Divisions and other City departments, especially the City Manager's Office, City Attorney's Office and Administration

- Attends all meetings, study sessions and workshops of the City Council, Economic Development Committee, and Downtown Economic Development Committee unless otherwise excused by the Deputy Director of Community Development; presents written and oral testimony, responds to questions and makes recommendations
- Researches and provides comprehensive and concise written reports on highly complex economic development matters; presents results of such reports, in an understandable manner to both technical and non-technical audiences
- Answers questions and provides information to the public; receives and investigates complaints and recommends corrective action, as necessary to resolve complaints
- Attends leadership, management, supervisory and subject matter training to stay abreast of industry best practices
- Travels to offsite locations
- Works various hours to conform with changing priorities and meet deadlines
- Reports to work as scheduled, maintains satisfactory attendance record
- Performs related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Operational characteristics, services, and activities of local government economic development programs
- Methodology and objectives of economic development programs
- Current principles and practices of business retention and attraction program development and administration
- Economic development assistance programs of local, state and federal agencies
- Principles and practices of urban economic development, finance, accounting, and marketing
- Public relations and customer services principles and practices
- Administrative report and presentation development
- Principles of supervision, training, mentoring and performance evaluation
- English usage, syntax, spelling, grammar and punctuation
- Contracts and consultant coordination
- Municipal government and issues of concern to business owners
- Municipal finance and budgeting
- Computer operations including word processing, spreadsheet, and database applications
- Occupational hazards and standard safety practices

Ability to:

- Plan, coordinate, and supervise program activities and personnel
- Conduct economic development-related research and analyses; compose detailed reports and recommendations, correspondence, and specifications
- Read, interpret and supervise preparation of reports, recommendations, correspondence and specifications
- Communicate and interact effectively both orally and in writing with elected and appointed officials, the public, contractors, developers, business owners, and staff, as well as outside local, state and federal agencies and governmental bodies involved with administering and funding economic development programs
- Prepare clear and concise oral and written reports
- Prepare and administer budgets
- Conduct effective meetings
- Supervise, train, mentor, and evaluate assigned personnel

- Follow directions from a supervisor
- Understand and follow posted work rules and procedures
- Establish priorities; effectively manage multiple projects; and, deliver quality customer service

Education: A Bachelor's degree from an accredited college or university with major coursework in urban planning, economics, public or business administration, or a closely related field.

Experience: Four (4) years of progressively responsible professional level work experience in the area of economic development, including at least two (2) years of administrative and supervisory responsibility.

Certifications/License: A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

APPLICATION AND SELECTION PROCEDURE:

- An official City of Huntington Beach online job application must be filled out in its entirety. **Please attach a cover letter and resume.**
- All applications will be closely reviewed for relevant experience, education and training.
- Depending on the applicant pool, all applicants meeting the minimum qualifications will NOT necessarily be selected to participate in the hiring process.
- Applicants whose qualifications BEST meet the City's needs will be invited to a virtual oral board examination (weighted 100%) - ***tentatively scheduled for February 17, 2021.***
- Candidates passing the oral board exam will be placed on an employment eligible list from which hires may be made. The employment eligible list is valid for up to one year, unless exhausted sooner.
- Prior to making a final selection, additional interviews may be conducted with the top candidates - ***tentatively scheduled for the week of February 22, 2021.***
- Upon a conditional offer of employment, a pre-placement medical evaluation, drug screen (select positions), TB Screening and California Department of Justice (DOJ) Live Scan fingerprinting must be completed with acceptable results. Other background reports may also be conducted depending on the position.
- Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Please Note: Our primary means of communication with applicants is sent via email; therefore, please include a valid email address on your application.

PHYSICAL TASKS & ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability

to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor temperatures. The incumbent must maintain professional composure and use good judgment in pressure situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.huntingtonbeachca.gov/jobs>

Job #0621-0121
ECONOMIC DEVELOPMENT MANAGER
PA

ECONOMIC DEVELOPMENT MANAGER Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree from an accredited college or university with major coursework in urban planning, economics, public or business administration, or a closely related field?
 - Yes
 - No
- * 2. Indicate your level of progressively responsible professional level work experience in the area of economic development.
 - Less than four (4) years
 - At least four (4) years but less than six (6) years
 - Six (6) years or more
- * 3. Indicate your level of work experience in the area of economic development that **included administrative and supervisory** responsibility.
 - Less than two (2) years
 - At least two (2) years but less than four (4) years
 - Four (4) years or more
- * 4. I understand that this position requires a valid California Class C driver license and an acceptable driving record by time of appointment and during course of employment.
 - Yes
- * 5. Are you a CalPERS RETIRED Annuitant?
 - Yes
 - No
- * Required Question