



City of Monterey Park

ECONOMIC DEVELOPMENT SPECIALIST

(Open/Promotional, Full-Time)

SALARY: \$5,828—\$7,456

DEADLINE: Open until filled. First review will be on September 30, 2022.

If you are interested in this opportunity, please visit the City's website at www.montereypark.ca.gov to apply. A completed City application, **including** any related educational or training documents must be submitted through the online application system.

THE POSITION

The City of Monterey Park is seeking a qualified candidate to fill the position of Economic Development Specialist. The Economic Development Specialist develops programs for the revitalization of the City's commercial and industrial areas; gathers and performs technical analysis and interpretation of pertinent economic, demographic and physical data; coordinate efforts among, staff, property owners, developers and business owners; and makes presentations before the community on revitalization activities of the City. The position may also serve as a liaison to the Chamber of Commerce, Downtown Business Improvement District and Economic Development Advisory Committee; helps secure grant funding for various programs and performs related duties and responsibilities as required.

The ideal candidate has experience in economic development marketing and business attraction, including how to best utilize social media and web technologies as an economic development marketing tool, and to develop and maintain marketing programs promoting the City through various media.

THE ECONOMIC DEVELOPMENT DIVISION

The Economic Development Division is responsible for encouraging business investment opportunities and job creation, expanding the City's tax base, supporting business attraction and retention activities, and assisting business rebuilding efforts through innovative and implementable approaches that advance inclusion, diversity, and accessibility. The Division also provides support for developers and property owners, while balancing private sector needs with neighborhood quality of life issues. In addition, the Division ensures businesses and entrepreneurs in the City of Monterey Park have access to all the City, county, state, and federal resources they need to build their business, grow, and succeed.



MINIMUM QUALIFICATIONS

- Bachelor's degree in Urban and Regional Planning, Environmental Design, Architecture, Marketing, Economics or Business or Public Administration
- Two (2) years experience in economic analysis, redevelopment, real estate, economic or planning development.
- Experience in marketing, social media, business development and grant funding is highly desirable
- Valid Class C California's Driver's License and a satisfactory driving record are continuing conditions of employment

SELECTION PROCESS

Candidates whose qualifications and experience best meet the needs of the City will be invited to an oral appraisal interview. The oral appraisal interview will evaluate the background and personal qualifications of each candidate. Meeting the minimum requirements does not guarantee an invitation to further testing.

First Review of Applications: September 30, 2022

Please visit www.montereypark.ca.gov to apply online and review associated benefits. Applicants will receive communication through email.

NOTE: Successful completion of a pre-employment background and physical examination including a drug/alcohol screen will be required prior to appointment.

New hire candidates must show proof of full COVID vaccinations prior to being hired. Limited exemptions may apply.

COMPENSATION AND BENEFITS

For further information of eligible benefits, refer to the City website or the bargaining unit's Memorandum of Understanding.



The City of Monterey Park is an Equal Opportunity Employer

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