Now Accepting Applications for
Economic Development Manager

The City of Livermore is currently accepting applications for the position of Economic Development Manager. Apply online at www.LivermoreCA.gov/jobs by 5 p.m. on Friday, September 16, 2022 to be considered. A completed online application and responses to the supplemental questions must be received by the deadline. Please contact Human Resources with questions at hr@livermoreca.gov or (925) 960-4100.

SALARY & BENEFITS
$10,387.14 - $12,983.93 / month
The City of Livermore offers a competitive salary and an excellent benefits package. This FLSA exempt position is represented by the Livermore Management Group bargaining group. Benefits information is available online on the Human Resources webpage or by contacting Human Resources directly by phone or email.

THE POSITION
Under general direction of the Economic Development Director, performs administrative work in the planning and coordination of the City’s economic development program, including any or all of the following:

- New Business Development and Outreach
- Marketing and Branding Strategy
- Opportunity Site (Re) Development
- Strategic Planning
- Market Research

As a department manager, this position has considerable latitude in managing and directing the Economic Development Program. The Economic Development Manager will also serve as a creative partner to the Director of Innovation and Economic Development, with significant opportunity to influence the next phase of Livermore’s economic strategy.

THE IDEAL CANDIDATE
The ideal candidate is an experienced professional with a proven track record in managing projects and programs that promote economic vitality, including a broad understanding of the areas of land use development/redevelopment/real estate, business attraction/retention, special events and tourism, and program administration. The City of Livermore seeks candidates with diverse experiences and perspectives, so candidates who lack experience in all aspects of this position are still encouraged to apply! The ideal candidate will possess the following knowledge, skills, abilities, and characteristics:

- The ability to work successfully with a wide range of people including business leaders, financial institutions, citizen groups, elected officials, City staff, and members of the community;
Strong communication skills, including public speaking and writing skills which enables complex and technical information to be easily understood;

- Ability to analyze and solve complex problems involving multi-agency cooperation and define consensus among competing interest groups;
- Values and possesses high ethical and professional standards;
- Ability to work independently without supervision to set procedures and complete assignments in a timely manner;
- Recognizes motivational needs of individuals and is able to establish and promote a positive working environment;
- Provides exceptional customer service in a professional and courteous manner;
- Understands Council priorities and business and community concerns, and is able to factor these in decision making.

QUALIFICATIONS

Experience: Five years of increasingly responsible professional level experience working in a public sector economic or community development department performing complex project work or seven years of business management experience with responsibility for staff supervision, contract negotiation, project planning and development, marketing, land development and/or economic development. Local government experience is desirable.

Education: Equivalent to a Bachelor’s Degree in economics, urban planning, public administration, political science, business administration, or related field.
A Master’s Degree in public administration, business administration, or related field is desirable.

License: Possession of a valid California driver’s license and a satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work the necessary hours to accomplish the assigned duties; attend early morning and night meetings; travel out of town to attend workshops, conferences, seminars, and meetings during work and non-work hours.

Special Requirements: Essential duties require the mental and/or physical ability to work in a standard office environment; drive a vehicle; read fine print such as blueprints, maps, and computer monitors; operate a computer, converse by telephone, in person and to large groups and be clearly understood; safely lift and maneuver up to 30 pounds; and stamina to work additional hours to meet deadlines.

TESTING & SELECTION

Applications and supplemental questions will be screened to determine the best qualified candidates to advance in the testing process. The testing process may include a Qualifications Appraisal Board (QAB) interview and a written exercise. The results of the examination will be used to establish the employment eligibility list.

GENERAL INFORMATION

Work periods and work days are subject to change dependent upon the operational requirements of the City. Appointment to City employment is contingent upon passing a fingerprint criminal background check and DMV check. At time of hire, you must provide proof of United States citizenship or authorization to work in the United States. The probationary period for this position is 12 months.

AMERICANS WITH DISABILITIES ACT (ADA)

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

The City of Livermore is an equal opportunity employer and supports workforce diversity.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.