ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT

SALARY: $9,588-$14,806/month  
FILING DEADLINE: December 23, 2022

The Community

The City of Fresno is the largest city in the San Joaquin Valley and the fifth largest city in California, with a population of more than 545,000 residents. Fresno is the financial core of the San Joaquin Valley, and its economy relies on its large-scale agricultural production. Revitalization of Downtown Fresno's core and the construction of High Speed Rail are two of the many exciting projects that continue to successfully support Fresno's growing economy.

Fresno provides both private and commercial aviation facilities. A wide variety of commercial air carriers operate flights daily from Fresno Yosemite International, and Fresno-Chandler Executive Airport, located within two miles of Fresno’s Civic Center is the largest general aviation airport in Central California.

Located in the geographical center of California, Fresno offers many sights. From fertile agricultural fields, an abundance of lakes, and the snowy Sierra Nevada mountain range, the scenic variety in Fresno is large. Fresno also features a diverse selection of dining, shopping, farmers markets, vibrant arts and culture, wineries, as well as a variety of attractions. With 300 days of sunshine a year, the climate in Fresno is the source of its agricultural productivity, and allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Fresno is located in the center of California and is located in proximity to three sites of natural beauty: Yosemite National Park, Kings Canyon National Park, and Sequoia National Park.

Another advantage to living in Fresno is the exceptional housing that is available at lower price levels than California's other large metropolitan areas. There are four large school districts in the Fresno area: Fresno Unified, Central Unified, Sanger Unified and Clovis Unified. Fresno is the home of California State University, Fresno, as well as a number of other colleges and universities.

The people of Fresno enjoy a wide variety of social, cultural, athletic, educational and recreational activities in an affordable and clean living environment.

City Government

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council, but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City.
The Position

The City of Fresno is offering an exceptional career opportunity for an outstanding professional who is innovative and will serve as a strategic partner in making Fresno a more prosperous and inclusive city as an Assistant Director of Economic Development.

The Assistant Director of Economic Development conducts tactical level planning related to strategic plans and policies and develops operational goals. Responsibilities include supervision of management and non-management employees and oversight of forecasting, preparing and administering of the department budget. The Assistant Director represents the Economic Development Department and the City and has significant interaction with elected officials.

Working in partnership with organizations across the community and reporting to the Economic Development Director, the Assistant Director of Economic Development will be an integral partner in planning, directing, organizing and reviewing the operation, development, promotion and administration of the Economic Development Department. The successful candidate will be actively engaged in the design of inclusive economic development strategies and programs related to business attraction, expansion and retention efforts, and related infrastructure planning and coordination. Responsibilities include oversight of downtown revitalization projects, as well as other commercial corridor revitalization projects, which includes collaboration with other City departments and organizations regarding urban development and providing support services for property owners, investors and entrepreneurs to facilitate development projects.

This is an unclassified position in which the incumbent serves at the will of the Department Director.

The Requirements

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Regional Planning or degree field(s) as deemed acceptable by the Director of Personnel Services and the appointing authority. A copy of degree or college transcripts must be uploaded and included in your on-line application for verification of requirement.

AND

Five years of directly related management experience as deemed acceptable by the Director of Personnel Services and the appointing authority.

OR

Nine years of directly related experience including five years at a management level is required.

Possession of a valid Driver's License at time of appointment. Possession of a valid Class C California Driver's License is required within sixty (60) days of appointment.

The ideal candidate will possess experience in Housing and Urban Development (HUD) and tax credit financing is highly desirable and priority consideration will be given to candidates who possess this experience.

PREFERRED QUALIFICATIONS

- Knowledge of planning, permitting, and zoning regulations.
- A Masters degree in Business Administration, Public Administration or related field.

Candidates considered for hire will be required to successfully pass a Department interview and a Department of Justice fingerprint prior to employment with the City of Fresno.

**Compensation and Benefits**
The City of Fresno offers an attractive and competitive salary and benefits package. The salary for the Assistant Director is dependent upon qualifications. The current annual salary is up to $177,672. The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best-funded public systems in California and the nation. The City does not participate in Social Security.

Health Insurance: The City maintains a PPO plan through the City of Fresno Health and Welfare Trust. The City contributes toward the current monthly premium for medical, prescription, dental, and vision for employee and dependents.

Flexible Spending Account Program: The City maintains IRS Section 125 Plan that includes spending accounts for health care and dependent care.

Auto Allowance: Employees in this classification are provided with an auto allowance of $300 per month.

Deferred Compensation: 457 plan available which allows tax contribution up to IRS determined limits.

Management Leave: 80 hours per fiscal year with an annual cash out provision.

Supplemental Management Leave: 32 hours at the discretion of the City Manager.

Annual Leave: Accrue 15.50 hours per month, with cash out provisions.

Holidays: Ten (10) City-observed holidays annually, plus birthday and two (2) personal days per year.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66.66% of monthly salary up to $7,500 per month after 30 days.

Deferred Retirement Option Program (DROP): DROP is an optional, voluntary program that allows you to have your retirement benefits deposited in a special savings account within your Retirement System all while you continue to work for the City of Fresno. To participate you must be at least age 50 with 5 years of service. Benefits include: ownership of DROP account monies; compound interest earnings; and alternative distribution options.

**Selection Process**
To pursue this exciting career opportunity, please visit our website at www.fresno.gov/jobs. To apply, please complete an employment application and upload your letter of interest, resume, and five work-related references.
After the final filing date, completed applications will be reviewed and a select group of candidates will be invited to interview. Applicants deemed to have the most relevant qualifications will be referred to the director for further consideration. Experience in Housing and Urban Development (HUD) and tax credit financing is highly desirable and priority consideration will be given to candidates who possess this experience.

Equal Opportunity Employer