



Economic Development Coordinator

SALARY: \$3,124 – \$10,364/month

FILING DEADLINE: Recruitment is open until filled and may close at any time.

POSITION DESCRIPTION

The City of Fresno has outstanding career opportunities for results driven and collaborative professionals who will work in partnership with organizations across the community to implement The Mayor's vision for making Fresno a more prosperous and inclusive city as an Economic Development Coordinator.

The Economic Development Coordinator assists in the design of inclusive economic development strategies and programs related to business attraction, expansion and retention efforts, and related infrastructure planning and coordination. Incumbents exercise a considerable amount of independent judgment in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of managing business development activities throughout the community. Incumbents may also perform administrative project and program management, and analytical assignments.

These are unclassified positions in which incumbents serve at the will of the Department Director.

Please visit the department website below for additional information and to view the One Fresno Economic Development Strategy

<https://www.fresno.gov/economic-development/>

PAY, BENEFITS, AND WORK SCHEDULE

UNIT 2 Classification – Management Confidential - Unrepresented

HEALTH INSURANCE: The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

FLEXIBLE SPENDING ACCOUNT: IRS 125 Plan for health and dependent care expenses.

DEFERRED COMPENSATION: Voluntary 457 plan with Fidelity Investments to increase your retirement savings. City contributes up to \$50 per month.

HOLIDAYS: Ten (10) City-observed annual holidays plus birthday and two (2) personal days.

MANAGEMENT LEAVE: 60 hours per fiscal year for exempt employees.

ANNUAL LEAVE: Accrue (15.5) hour per month of Annual Leave, with cash out provisions.

SUPPLEMENTAL SICK: 40 hours per fiscal year. 80 hours lifetime maximum.

LIFE INSURANCE: Benefit equal to annual salary; premium paid by the City.

LONG-TERM DISABILITY: Benefit equal to 66.66% of monthly salary up to \$7,500 per month after 30 days of disability; premium paid by the City.

HEALTH REIMBURSEMENT ARRANGEMENT: To reimburse retirement medical insurance.

RETIREMENT: City of Fresno Retirement Systems, one of the best funded public systems in the state. Reciprocity with other CA public agencies. Vested in Retirement benefits after 5 years of service. City employees do not participate in Social Security.

DROP (Deferred Retirement Option Program): an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account within the Retirement System while continuing to work for the City of Fresno for up to 10 years. Participation minimum is age 50 and

vested. Benefits includes ownership of accumulated funds, compound interest earnings, and alternative distribution options.

Additional information regarding the City of Fresno benefits is available at <https://www.fresno.gov/personnel/human-resources-support/#tab-1>

THE REQUIREMENTS

Applicants must meet the minimum qualifications on or before the posted filing deadline in order to qualify for further consideration:

Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration, architecture or closely related field; **AND**

Three (3) years of increasingly responsible professional experience in economic development, commercial development, municipal administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Possession of a valid California Driver's License will be required at time of appointment.

A copy of degree or college transcripts must be uploaded and included in your on-line application for verification of requirement. Applicants lacking the documentation may be rejected.

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.

THE SELECTION PROCESS

Interested and qualified applicants must submit an official City of Fresno application on-line. Applications may be submitted at www.fresno.gov/jobs. For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance. Resumes will not be accepted in lieu of a completed employment application.

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 department for further consideration.

Inquiries should be directed to:

Melissa Bailey, Human Resources Analyst
(559) 621-6950
melissa.bailey@fresno.gov
2600 Fresno Street
Fresno, California 93721

THE COMMUNITY

The City of Fresno, California is located in the fertile San Joaquin Valley. From the agricultural fields on the valley floor, to the snow-capped peaks of the Sierra Nevada Mountain range, the Fresno area offers something for everyone. Residents and visitors enjoy Fresno's Mediterranean climate, allowing year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Nestled in the heart of California, Fresno makes travel to other metropolitan areas easy, as the City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area.

The Fresno area offers four large school districts, Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified. The community is the home of California State University Fresno, as well as several other colleges and universities.

With a population of approximately 545,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley. The current median home price in Fresno is approximately \$390,000.

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 department heads in the City.

EQUAL OPPORTUNITY EMPLOYER

The City of Fresno is an equal opportunity employer. Should you need a special accommodation due to a qualifying disability, please contact the Personnel Service Department at (559) 621-6950.

CONDITIONS OF EMPLOYMENT

All newly hired and current City employees are required to comply with Resolution 2022 – 141 “Employee Covid-19 Safety Protocols.” For more information, please visit: Personnel Services | Policies and MOU’s (fresno.gov)