Description

JOB SUMMARY:

Under the general direction of the Assistant City Manager/Community Development Director, the Economic Development/Housing Manager (ED/HM) will be a division head of the Community Development/Housing Division. The Economic Development/Housing Manager (ED/HM) will assist with the planning, organizing, coordinating and managing of the City's Community Development and Housing programs which include: marketing, business assistance, attraction, retention and expansion efforts, as well as the implementation of housing programs and other projects. This position will also supervise the day-to-day activities involved in the administration of the Economic Development and Housing programs; work with staff to coordinate related activities with other departments, outside agencies, and the business community to provide highly responsible and effective staff assistance; serve as the official business liaison representing the City's Community Development Department at various marketing events; identify, apply, and oversee the application process for State and Federal grant opportunities; serve as a member of the Community Development Commission's management team, and perform related work as required.

Examples of Duties

ESSENTIAL FUNCTIONS:

- Acts as liaison to and builds strong relationships with regional and county officials and the economic development community, including government agencies, educational institutions, not-for-profit organizations and businesses.
- Develops and maintains strong professional working relationships with existing state, county, and local agencies, and community organizations in support of the City's Economic Development and Housing programs; responds to and resolves complex or sensitive inquiries and complaints.
- Performs general administrative activities including preparation and administration of the economic development section's budget, contracts, city resolutions, correspondence, and related materials as appropriate.
- Supervises, organizes and evaluates the work of assigned staff; assists the Department Director with staff training, motivation and development.
- Economic Development Related
  - Implements, revises, and reviews the Economic Development program for the Community Development Department.
Identifies opportunities for improving business assistance service to streamline procedures.

Prepare market surveys to identify trends and determine viable development redevelopment opportunities, and projects.

Advises the Department Head on economic development activities, including business assistance, business finance, employment generation and linkages, business retention, business development, and commercial project development.

Assists new and expanding businesses in site selection, and shepherds through the City's planning and building processes.

Advises the City Manager, Directors, and City Council on and coordinates appropriate strategies and processes to assist the business community; confers with government officials to effect changes in local policies regarding new development.

Markets the City and economic development programs to business, entrepreneurial and civic/community groups; prepares and presents findings and recommendations to boards, the business community and other groups; facilitates and represents the City at meetings with members of the business community and the general public.

- **Housing Related**
  - Provides financial counseling and supervises the processing and funding of low interest rehabilitation loans, cash rebates, and deferred payment loans for property improvements and First Time Homebuyer programs.
  - Coordinates with Federal, State and local agencies to keep current on changes in legislation, regulations, as well as requirements and availability of housing programs and funds.

**Typical Qualifications**

**Knowledge, Skills, and Abilities:** Theories, principles, practices, and laws related to housing, economic and business development including market analysis; current processes, practices, and services related to the administration of a housing development program and activities related to low to moderate income, first-time homebuyer and other related programs; principles of tax increment financing and Federal program funding; principles of public administration, budget preparation and control.

Advanced principles, practices and techniques used in the analysis, evaluation, design, planning and project management of large development projects; Principles and practices of grant development, writing and administration; Marketing, public information, and promotional techniques used in economic development functions.

**Skills:** Possess excellent oral and written communication skills and proficiency with standard office equipment and personal computer software/programs such as Microsoft Word and Excel as required.

**Ability to:** Manage housing programs and a comprehensive Economic Development Plan by identifying, interpreting, and applying the appropriate policies, procedures, laws, codes, and regulations; recommend and implement goals, objectives and practices for providing effective and efficient economic development and housing services; analyze economic studies, financial statements, marketing studies and plans; negotiate and manage contracts with consultants; take initiative and work independently; analyze problems, identify alternative solutions, and implement recommendations; provide leadership and direction for the Economic Development/Housing Division; plan, assign, and supervise the work of subordinate employees; establish and maintain cooperative working relationships with others; identify and respond to community and City Council issues, concerns and needs; effectively communicate with all levels of City staff, management, government agencies, officials and the public as well as outside community organizations and businesses.

**Typical Qualifications**

**Education and Experience Guidelines:**

Qualifying for consideration in the selection process will be based on the description listed above under Knowledge, Skills, and Abilities, and any combination of education and experience as described below.

**Education:**
Completion of a Bachelor's Degree in Public or Business Administration, Urban Planning, Real Estate or a related field from an accredited college. A Master's Degree from an accredited college in a related field is desirable.

**Experience:**

Three (3) to five (5) years of responsible professional experience in housing, economic development, and/or city planning with at least one (1) year experience in a supervisory or managerial position. A Master's Degree may qualify as one (1) year of experience.

**Physical Requirements:**

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to see, read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

**Other / Special Requirements**

**Licenses/Certificates:** Possession of a valid California Class C driver's license with a satisfactory driving record is required.

**Supplemental Information**

**EEO Statement**

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SELECTION PROCESS** Applicants with the strongest background relating to the responsibilities of this position will be invited to participate in the testing process. The successful candidate will be required to pass a background check, Live Scan fingerprinting, and a pre-employment physical examination including a drug screen (for safety sensitive position) at no cost to the candidate.
**QUESTION 2**

Do you have three (3) to five (5) years of responsible, professional experience in housing, economic development, redevelopment and/or city planning with at least one (1) year experience in a supervisory or managerial position?

- Yes
- No

* Required Question