CITY OF WEST SACRAMENTO

ECONOMIC DEVELOPMENT MANAGER

DEFINITION: The Economic Development Manager manages the Economic Development Division functions of business attraction, business assistance, retention and expansion programs of the Economic Development and Housing Department. The Economic Development Manager is an at-will position that is appointed by and sits at the pleasure of the City Manager.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Director of Economic Development and Housing. Exercises direct supervision over professional, administrative, extra help and technical staff.

CLASS CHARACTERISTICS: This is a single, management level position. The incumbent reports to the Director of Economic Development and Housing and has responsibility for providing daily supervision to assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS: (Illustrative Only): Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, directs, coordinates and supervises the activities of the business assistance, attraction, retention and expansion programs.
- Develops and implements goals, objectives, policies and procedures for City business assistance, business attraction, and business retention/expansion programs.
- Identifies target industries based on operating, workforce, distribution and infrastructure criteria and City objectives.
- Makes presentations to private sector executives about the business advantages of locating in the City.
- Coordinates business program activities with other departments and agencies.
- Plans, develop and implement programs, plans and policies to foster economic growth.
- Prepare marketing communications materials for web, print and social media.
- Develop and present programs to City Council, commissions and business associations.
- Manage the disposition and development of publicly-owned property.
- Assigns, reviews and evaluates work products, methods, projects of assigned staff.
- Prepares or supervises preparation of reports, correspondence and special studies.
- Prepares, administers and monitors the budget for program activities.
- Participates in the selection, training, supervision and evaluation of assigned staff.
- Establishes positive relations with other departments, public agencies, businesses, and property owners.
EDUCATION AND EXPERIENCE: Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:

Education: A Bachelor’s Degree from an accredited college or university with major course work in business administration, real estate development, community/regional development, economics, finance, urban planning, public administration or related field.

Experience: Six (6) years of increasingly responsible experience in economic development, business administration, redevelopment, real estate development, urban planning, or related field, including three (3) years of supervisory responsibility.

LICENSES AND CERTIFICATES: Possess of a valid California driver’s license.

WORKING CONDITIONS: May serve as staff to commissions and may be required to attend off-hour meetings. Regular off-hours attendance at business events and some travel to industry conferences.

PHYSICAL DEMANDS: Mobility to work in a standard office environment, use standard office equipment and attend off-site meetings. On an intermittent basis, sit at a desk for long periods of time; intermittently walk, stand, bend, squat, twist, and reach while performing office duties. Manual dexterity to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (manuals, binders, etc.); vision to read handwritten and printed material and a computer screen; hearing and speech to communicate in person and by telephone; ability to lift and carry items weighing up to 25 pounds such as files, manuals, or equipment for distances up to 50 feet.

ENVIRONMENTAL ELEMENTS: Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing department guidelines, policies and procedures.