

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
Economic Development Specialist

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | WEDNESDAY, JULY 26, 2023 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY RANGE: \$107,515.00 to \$130,665.00 annually



The Department of Economic and Community Development is responsible for the preservation and improvement of the physical and economic conditions of the South San Francisco community. The Department provides the administrative oversight that contributes to the successful completion of the goals, objectives, and daily operations of the Planning, Building, Economic Development, and Housing Divisions. The goal of the Economic Development Division is to market the City's many economic advantages in order to enhance the competitiveness of our local economy and to maintain a strong and diverse revenue and job base on the Peninsula. The Economic Development Division seeks to develop a viable urban community by: business retention and expansion assistance, and access to labor force data and community demographics.

IDEAL CANDIDATE | The ideal Economic Development Specialist will have *knowledge* of principles and practices of economic development; federal, state, local, and other resources for economic development and business assistance; applicable City, local, state, and federal ordinances, guidelines, codes, laws and regulations pertinent to economic development; and principles and practices of marketing and marketing research; and implementation of marketing and outreach efforts. The ideal candidate will also have the *ability* to read, understand, interpret, and apply applicable City, local, state, and federal ordinances, guidelines, codes, legislation, laws and regulations pertinent to economic development; perform research and collect and analyze data, including financial analysis and technical information; assist with negotiations with building owners, contractors, and developers and develop appropriate contracts for programs and projects; and represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public.

This position observes a hybrid work model: Up to two days per week of remote work schedule, including some in-person and virtual meetings.

HOW TO APPLY | FINAL FILING DATE IS JULY 26, 2023 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Complete online application at:

<https://www.calopps.org/south-san-francisco/job-20400111>

QUALIFICATIONS | *Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience: Three years of progressively responsible economic development experience.

Training: Equivalent to a Bachelor's Degree in business administration, public administration, economics, political science, urban planning, or a related field.

Licenses and Certificates: Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume may be included but *does not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **Wednesday, August 16, 2023.**

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.