



**INVITES APPLICATIONS FOR
DEVELOPMENT ASSOCIATE**

SALARY: \$5,822 - \$7,106/Month

DEFINITION: Under direction, performs analytical work in support of a variety of development activity and programs which may involve community development, grants, planning and/or redevelopment activities; coordinates assigned projects; performs related duties as assigned.

REPRESENTATIVE

DUTIES: Researches, compiles and analyzes information such as socio-economic data and land acquisition and development costs to prepare reports and position papers on development projects; analyzes validity and comparability of data; makes long term projections based on results of research. Performs cost-benefit and financial analyses to determine feasibility or proposed projects and effectiveness of projects in progress; conducts program and financial audits of projects; may be assigned to administer bond programs. Assumes projects management responsibilities which includes structuring, assigning and scheduling work tasks, monitoring progress, reviewing completed work and coordinating with others. Prepares agenda items and supporting reports; makes presentations to the City Council and other boards; makes policy recommendations. Prepares and administers grants, contracts, agreements, resolutions and ordinances; reviews legislation and develops recommended positions on matters affecting Agency programs and operations. Meets with developers, contractors, community partners, and the public; explains City/department policy and development requirements as well as attends community events. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Head. Updates portions of the City website and social media platforms for the department.

DESIREABLE

QUALIFICATIONS: Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in business or public administration, finance, accounting, urban planning or a related field and one year of administrative experience in business or community development, urban planning or a related field or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Principles and techniques of financial analyses, data collection, grant writing, project management, report writing, budgeting, and program auditing; public presentation techniques; municipal/governmental and development operations; principles and practices of land acquisition and development; planning processes and procedures, marketing techniques.

(OVER)

Software platforms such as Adobe Photoshop, Canva or other similar software to create marketing products to use for promotion of City programs, marketing and retail/development recruitment.

Ability to:

Compile and analyze economic, financial, and other data; analyze reports and legislation and determine impact/effect on City programs, and make recommendations on appropriate course of action; manage projects; draft resolutions and prepare written reports; develop budgets; monitor expenditures and contract work in progress, conduct financial audits and prepare financial reports; represent the City to outside agencies, developers and contractors; interpret contract provisions; work independently, organize and conduct research; use a computer terminal and operate a variety of software programs; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; clearly and persuasively explain study findings and recommendations; make public presentations; work closely and efficiently with others; direct the work of others; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve within established policy; deal constructively with conflict and develop effective resolutions.

SPECIAL

REQUIREMENTS: Possession of or ability to obtain and maintain a valid California Drivers' License.

SELECTION:

Screening will consist of a competitive assessment of relevant education, training and work experience to be followed by an interview before an Oral Board to determine the most qualified candidates. **Applicants meeting the minimum qualifications are not guaranteed advancement to an interview and the decision of the screening committee is final.** Those candidates who are determined eligible for appointment to the position will be placed on the City's Certified Eligibility List. Applicants will receive electronic notification regarding the results of all phases of the recruitment process up to the establishment of the Eligibility List, if applicable. The City reserves the right to alter the testing process, as needed, without notice.

TO APPLY:

Apply online at **www.ci.porterville.ca.us** or submit a completed City of Porterville Employment Application Form. A resume may be included, but does not substitute for a completed application. Submit all documents along with any materials required if noticed in this announcement, to the Human Resources Office, City of Porterville, 291 N. Main St., Porterville, CA 93257. Applications **must** be received in the Human Resources Office by **4:00 pm, Tuesday, April 16, 2024.**

SPECIAL

CONDITION:

Candidates recommended for hire will be required to undergo a background fingerprint check and a pre-employment physical and drug screening.



The City of Porterville is an equal opportunity employer (EEO) and is compliant with the Americans with Disabilities Act (ADA). If you believe you need accommodation under the ADA in the testing process for any position for which you intend to apply, please contact the Human Resources Division at (559) 782-7441 to request such accommodation. The City prohibits discrimination on the basis of race, color, religion, creed, sex, national origin, ethnicity, age, disability or medical condition, Acquired Immune Deficiency (AIDS/HIV) or AIDS related conditions, political affiliation, sexual orientation, ancestry, marital or domestic partner status, gender identity, parental status, veteran status, height, weight, or any other basis protected by law.