

THE CITY OF VALLEJO

INVITES YOUR INTEREST IN THE  
POSITION OF

ECONOMIC  
DEVELOPMENT  
PROGRAM  
MANAGER



# ABOUT THE CITY



## THE COMMUNITY

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The City of Vallejo is located in Solano County and has a population of approximately 125,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

## CITY GOVERNMENT

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Vallejo is a full service, charter city with a fiscal year 2023-2024 total budget of over \$302 million, with a General Fund of approximately \$132 million. The City has an authorized staff of 671 FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and Six-Council Members elected in districts, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

- Ensure financial stability of City Government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government

## THE DEPARTMENT

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The Economic Development Department works directly under the City Manager and is supported by a team of employees that work closely with Planning and Development Services, Building, Housing and Public Works to ensure a seamless and successful experience for stakeholders who invest in the City. The Economic Development Department supports economic growth in Vallejo. The Department services include facilitation of new development, land disposition, new business recruitment, technical assistance for existing Vallejo businesses, business retention, site selection assistance for new and existing businesses, asset management of City-owned property, and Mare Island conversion. The primary goals of the department are to increase the tax base and employment opportunities in Vallejo.

## THE POSITION

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The Economic Development Department is seeking dynamic candidates for their Economic Development Program Manager position. This role is central in the City's key development projects including development negotiations, land disposition, and other related tasks. We are looking for a professional with experience in public administration and economic development with the understanding of the legislative environment and local community. The Economic Development Program Manager will manage elements of the City's economic development efforts, including programs and projects designed to expand the local economy, promote community vitality and expedite quality development and re-development of the City.

## THE IDEAL CANDIDATE

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The Economic Development Program Manager will be an energetic, self-motivated, results-oriented leader. An innovative manager who embraces the existing culture and is adaptable to change. The position requires knowledge of principles in economic development redevelopment and land use, Surplus Lands Act, business attraction and retention programs, community outreach, and real estate development.

The ideal candidate will have experience in project management, fostering relationships with strategic partners, and participating in community events, conferences, and workshops. They will possess at least four years of progressively responsible economic development experience with a Bachelor's degree in economics, planning, public administration, business administration, or a related field; a Master's degree is desirable.

# ABOUT THE POSITION



# COMPENSATION & BENEFITS



## COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$140,217.58**.

## APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at:

<https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted.

*Candidates must attach a cover letter, resume, and 3-5 professional references to their online application and appropriately answer all supplemental questions in order to be considered for this position.*

The application period for this position will close April 29, 2024. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.

## BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPRAs Employees

Deferred Compensation: The City offers voluntary 457 plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (City pays premium)

Vision: Vision Service Plan –VSP (City pays premium)

Vacation: 80 hours (0-4 years of service); 120 hours (5-10 years of service); 160 hours (11-20 years of service); 200 hours (21-26 years of service); 224 hours (more than 26 years of service)

Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis

Sick Leave: 12 hours per month

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*\*\* The City of Vallejo is a Social Security participant*