



City of Monterey Economic Development Manager

SALARY	\$5,900.00 - \$7,171.00 Semi-Monthly \$141,600.00 - \$172,104.00 Annually	LOCATION	City of Monterey, CA
JOB TYPE	Full-Time	JOB NUMBER	25-1801
DEPARTMENT	COMMUNITY DEVELOPMENT	OPENING DATE	07/23/2025
CLOSING DATE	8/20/2025 11:59 PM Pacific	BARGAINING UNIT	MEA

Description



ABOUT THE POSITION: The City of Monterey is hiring an Economic Development Manager to lead projects that strengthen our local economy and boost key revenue sources like Transient Occupancy Tax (TOT) and sales tax. Reporting to the Community Development Director, this role develops and manages citywide economic development efforts, with a focus on supporting commercial areas and core industries. We're looking for someone with strong judgment, problem-solving skills, and the ability to work independently on high-impact projects that make a difference in the community.

ABOUT THE CITY OF MONTEREY: Nestled along California's Central Coast, the City of Monterey is known for its natural beauty, rich cultural heritage, hospitality, and sense of community. The City of Monterey is a full-service charter city operating under a Council-Manager form of government. The City of Monterey provides police, fire, public works, planning, recreation, and parks services and operates its conference center, sports center, parking, and marina facilities.

WHY WORK FOR US? The City of Monterey offers a competitive benefits package to full-time employees. Some of these benefits include a Health Spending Fund, Medical, Dental, Vision, and Life Insurance, Vacation Accruals, Sick Leave, 14 Paid Holidays, Education Incentive Pay, Tuition Reimbursement Programs, CalPERS Retirement, and more!

Application Process

A limited number of applicants who clearly show that they most closely meet the needs of this position in terms of training, experience, education, and other job-related characteristics will be accepted to participate in the selection process. This process will include evaluation and initial screening of the standard on-line City application to determine which candidates progress to the next phase of the recruitment process. The subsequent selection process may include a written test/written exercise, performance exercise, panel interview, and a final departmental interview. The Human Resources Department reserves the right to make changes to components of the examination process.

As a condition of employment, the selected candidate will be required to successfully pass a Live Scan fingerprint background check and reference check. Depending on the position, as a condition of employment, the selected candidate may also be required to pass a physical exam including a drug screen and a federal background check to gain access to military and police facilities and systems.

Candidates who successfully progress through all phases of this recruitment process will be placed on an eligible list. The eligible list is active for 12-months and may be used to fill additional positions including lower-level positions, regular part-time, and part-time temporary seasonal, determined to have similar duties and requirements.

EQUAL OPPORTUNITY EMPLOYER: The City of Monterey provides outstanding services to the public and is deeply committed to a community and workforce that is inclusive, equitable, and diverse. We welcome and encourage applications from all qualified applicants, including underrepresented minorities that contribute to the diversification and enrichment of ideas and perspectives. The City of Monterey does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group of class protected by applicable federal, state or local law.

SUMMARY: Under general supervision of the Community Development Director, the Economic Development Manager performs complex advanced professional economic development duties. The position leads implementation of policies and projects that support the City's core economic drivers and strengthen the City's revenues, particularly Transient Occupancy Tax (TOT) and sales tax. The Economic Development Manager is also responsible for preparing and administering a comprehensive City-wide economic development program for commercial areas throughout the City. Requires a high degree of professionalism, problem-solving skills, and the frequent use of independent judgment. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: This is a management position is responsible for the planning, organization, and implementation of the city's economic development activities. Direct and indirect supervision is provided to clerical and support position(s).

Examples of Duties

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Strategic Planning and Implementation: Develops and implements comprehensive economic development strategies, goals, and long-range plans aligned with City priorities, regional assets, and beneficial land use planning principles;
- Program Development & Management: Designs, implements, administers, and evaluates diverse economic development programs focused on areas such as small business assistance, financing, workforce development, and commercial area infrastructure coordination and financing;

- Business Retention & Expansion: Actively engages with existing local businesses to understand their needs, facilitate expansion, address challenges, and foster a supportive environment for continued operation and growth within the City;
- Business Attraction & Recruitment: Develops and implements strategies to attract new desired businesses and investments to the City, working closely with business groups, developers, and the Central Coast Small Business Development Center;
- Stakeholder Collaboration & Partnership: Builds and maintains effective working relationships and partnerships with internal City departments, external agencies (local, state, federal), educational institutions (Monterey Peninsula College, Cal State Monterey Bay, Naval Postgraduate School, Defense Language Institute, and Middlebury Institute of International Studies), industry groups, and public/private sector partners to leverage resources and achieve shared goals;
- Project and Program Management: Manages and coordinates specific economic development projects and initiatives, overseeing and executing timelines, resources, administrative tasks, agenda reports, workflow, and ensuring objectives are achieved;
- Data Analysis & Reporting: Collects, analyzes, interprets, and reports on economic data, market trends, and conducts feasibility studies; prepares reports and presentations for City Council, management, and other stakeholders;
- Marketing & Communications: Creates and executes marketing, promotional programs, and communication strategies to effectively convey the City's economic opportunities, programs, and advantages to target audiences, coordinating with City communication efforts;
- Resource Development & Information Management: Identifies and pursues grant funding opportunities; develops and maintains essential databases (demographics, market data, property inventory) and stays current on available sites and buildings;
- Internal Collaboration & Coordination: Works closely with internal City workgroups (e.g., Planning, Building Safety, Property Management, City Manager's Office) to ensure coordinated efforts and streamline processes impacting economic development;
- Policy & Stakeholder Liaison: Monitors relevant legislation, provides economic development advice, serves as a liaison and advocate for economic development consistent with City goals and ordinances, assists with application/permitting processes and navigating City processes (permitting, zoning), and engages in professional development; and
- Perform other job-related duties within the scope of this job classification as assigned.

Typical Qualifications

MINIMUM QUALIFICATIONS:

Education: Completion of a Bachelor's Degree in Real Estate Development, Public Administration, Business Administration, Urban Planning, Economics, or a closely related field. A Master's degree from an accredited college or university in the above fields of study is highly desirable. Possession of, or ability to obtain, a Certified Economic Developer (CEcD) certification is desirable.

Experience: Five (5) years of professional-level, full time, paid experience in a city or county economic development, planning, community development, redevelopment, or closely related field including at least two (2) years at a management/supervisory level (e.g., Manager, Assistant Manager, Senior Analyst, Senior Projects Coordinator, or Management Analyst) that has included significant operational and administrative responsibilities in business attraction and retention, development and management of public/private partnership projects, job creation, real estate development, and/or tourism.

An equivalent combination of education and experience may be considered.

Supplemental Info

KNOWLEDGE AND SKILLS:**Knowledge of:**

- Principles, best practices, and issues of economic and community development including business recruitment, local government financial incentives for business, real estate, and land planning and development processes;
- Principles and practices of assessment of project feasibility and viability;
- Marketing and promotional techniques used in the economic development space;
- Principles of management, including contract management, program and division budgeting, and customer service;
- Laws, regulations and procedures pertaining to economic development and redevelopment, including processes related to infrastructure financing;
- Economic incentives; redevelopment finance trends and practices;
- Business retention methods;
- Business, economic and market forces and indicators;
- Quantitative and qualitative analysis, and problem-solving skills, experience building financial models and skills working with data sets;
- Principles of supervision, training and performance evaluation.

Skill in:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Speaking — Talking to others to convey information effectively.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Effectively communicate both orally and in writing fundamental technical information to the business community and general public;
- Coordinating and implementing an economic development program, including a proactive outreach and communication program which projects the business-friendly image of the community;
- Working effectively and collaboratively with business leaders, financial institutions, citizen groups and division managers in interdepartmental and diverse team environments;
- Demonstrating political savviness and negotiation skills to create synergy between the interests of business, community, and government for economic vitality;
- Understand, interpret, and apply complex rules, regulations, laws, and ordinances
- Providing information and organizing material in conformance with laws, regulations and policies;
- Providing a wide variety of information to elected and appointed officials, staff and the public;
- Selecting, supervising, training and evaluating assigned staff;
- Thinking creatively to develop new and/or different approaches to solving problems;
- Serving as an effective advocate of economic development and tourism within the community;
- Utilizing electronic software relevant to the functions of the office such as word processing, spreadsheets, virtual meeting software (e.g., ZoomGov, Microsoft Teams), budgeting and finance software, project management software, Artificial Intelligence (AI) tools, and databases.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**Physical Demands**

- Standing & Walking – Primarily sedentary classification although standing in work areas and walking between work areas may be required.
- Sitting – Ability to work in a seated position at a computer station for extended periods of time.

- Lifting - Ability to safely lift up to 20 pounds; this requirement includes bending at the knees to facilitate proper lifting techniques.
- Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard; copying, and adding machines; writing.
- Visual – Ability to read printed materials and view a computer screen for long periods.
- Hearing and Speech - Ability to communicate in person, before groups, and over the telephone.
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop, and bend.

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 departmental policies and procedures

DISASTER SERVICE WORKERS

All City of Monterey employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

Employer

City of Monterey

Address

735 Pacific Street; Suite B

Monterey, California, 93940

Phone

831-646-3765

831-646-3765

Website

<http://www.monterey.org>

Economic Development Manager Supplemental Questionnaire

***QUESTION 1**

Please indicate your highest level of education in a related field.

- Master's degree or higher in related field
- Master's degree or higher in non-related field
- Bachelor's degree in related field
- Bachelor's degree in non-related field
- Associate's degree in related field
- Associate's degree in non-related field
- High School Diploma or GED
- No High School Diploma or GED

***QUESTION 2**

Please indicate your full-time, paid, professional-level experience in a city or county economic development, planning, community development, or closely related field.

- 9 years or more
- 7 - 8 years or more
- 5 - 6 years or more
- Less than 5 years

*QUESTION 3

Please indicate your management/supervisory level experience while working in a city or county economic development, planning, community development, or closely related field.

- 6 years or more
- 4 - 5 years or more
- 2 - 3 years or more
- Less than 2 years

*QUESTION 4

Do you possess a Certified Economic Developer (CEcD) certification?

- Yes, I possess a CEcD certification.
- No, I do not possess, or have the ability to obtain, a CEcD certification.

*QUESTION 5

Please answer the following questions. Completion of the following supplemental questions is REQUIRED and is an integral part of the evaluation process. Your responses to the questions will be reviewed and scored in a Qualifications Appraisal evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as this information will be critical in the competitive assessment to identify those candidates to be invited to continue in the examination process. A response of "see resume" or "see application" will deem your responses to the supplemental questions as incomplete. Please limit your response to 500 words or less. The text boxes below does NOT provide the word count. Note: All application materials submitted will be reviewed along with your supplemental questions and City of Monterey application. I have read and understand the supplemental questions instructions.

- Yes
- No

*QUESTION 6

The City of Monterey is recruiting for its first Economic Development Manager. Can you describe a time when you developed and implemented an economic development strategy? In your example, please include your job title and the organization where you worked at the time. What were the key components, milestones and outcomes? Please share your key takeaways —and explain how you would apply those lessons and approaches in building and leading Monterey's economic development program.

*QUESTION 7

Based on your experience in Economic Development, what specific strategies or initiatives have you successfully implemented in the past that you believe would benefit Monterey? In your example, please include your job title and the organization where you worked at the time. How would you adapt these strategies to address the unique economic needs and opportunities in Monterey.

* Required Question