



Economic Development Coordinator

SALARY: \$4,023 – \$11,546/month

FILING DEADLINE: Recruitment is open until filled and may close at any time.

POSITION DESCRIPTION

The City of Fresno has outstanding career opportunities for results driven and collaborative professionals who will work in partnership with organizations across the community to implement The Mayor's vision for making Fresno a more prosperous and inclusive city as an Economic Development Coordinator.

The Economic Development Coordinator assists in the design of inclusive economic development strategies and programs related to business attraction, expansion and retention efforts, and related infrastructure planning and coordination. Incumbents exercise a considerable amount of independent judgment in the use of City organizational resources as well as federal, state, and local funding agencies for the purposes of managing business development activities throughout the community. Incumbents may also perform administrative projects and program management, and analytical assignments.

Essential duties include, but are not limited to, planning and implementing direct marketing and promotion of the City's economic development programs, special projects and events through various media channels including social media; handling public relations activities including press releases; data research and analysis; preparation and presentation of reports, proposals and studies; assisting with site selection activities; analyzing development proposals; attending meetings of citizen groups and other public agencies; and reviewing and analyzing legislation affecting the City's development and redevelopment activities.

This is an unclassified position in which incumbent serves at the will of the Director.

Please visit the department website below for additional information and to view the One Fresno Economic Development Strategy <https://www.fresno.gov/economic-development/>

PAY, BENEFITS, AND WORK SCHEDULE

UNIT 2 Classification – Management Confidential - Unrepresented

HEALTH INSURANCE: The City contributes toward monthly premiums for PPO medical, dental and vision for employee and dependents.

FLEXIBLE SPENDING ACCOUNT: IRS 125 Plan for health and dependent care expenses.

DEFERRED COMPENSATION: Voluntary 457 plan with Fidelity Investments to increase your retirement savings. City contributes up to \$50 per month.

HOLIDAYS: Ten (10) City-observed annual holidays plus birthday and two (2) personal days.

MANAGEMENT LEAVE: 60 hours per fiscal year for exempt employees only.

ANNUAL LEAVE: Accrue (15.5) hour per month of Annual Leave, with cash out provisions.

SUPPLEMENTAL SICK: 40 hours per fiscal year. 80 hours lifetime maximum.

LIFE INSURANCE: Benefit equal to annual salary; premium paid by the City.

LONG-TERM DISABILITY: Benefit equal to 66.66% of monthly salary up to \$7,500 per month after 30 days of disability; premium paid by the City.

HEALTH REIMBURSEMENT ARRANGEMENT: To reimburse retirement medical insurance.

RETIREMENT: City of Fresno Retirement Systems, one of the best funded public systems in the state. Reciprocity with other CA public agencies. Vested in Retirement benefits after 5 years of service. City employees do not participate in Social Security.

DROP (Deferred Retirement Option Program): an optional, voluntary program that allows an employee to deposit retirement benefits in a special savings account within the Retirement System while continuing to work for the City of Fresno for up to 10 years. Participation minimum is age 50 and vested. Benefits includes ownership of accumulated funds, compound interest earnings, and alternative distribution options.

Additional information regarding the City of Fresno benefits is available at <https://www.fresno.gov/personnel/human-resources-support/#tab-1>

THE REQUIREMENTS

Applicants must meet the minimum qualifications on or before the posted filing deadline in order to qualify for further consideration:

Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration, architecture or closely related field;

AND

Three (3) years of increasingly responsible professional experience in economic development, commercial development, municipal administration, or related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Possession of a valid California Driver's License will be required at time of appointment.

A copy of degree or college transcripts must be uploaded and included in your on-line application for verification of requirement. Applicants lacking the documentation may be rejected.

Candidates considered for hire will be required to successfully pass a department interview and a Department of Justice fingerprint prior to employment with the City of Fresno.

THE COMMUNITY

The City of Fresno, California is located in the fertile San Joaquin Valley. From the agricultural fields on the valley floor, to the snow-capped peaks of the Sierra Nevada Mountain range, the Fresno area offers something for everyone. Residents and visitors enjoy Fresno's Mediterranean climate, allowing year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

Nestled in the heart of California, Fresno makes travel to other metropolitan areas easy, as the City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area.

The Fresno area offers four large school districts, Fresno Unified, Central Unified, Sanger Unified, and Clovis Unified. The community is the home of California State University Fresno, as well as several other colleges and universities.

With a population of more than 545,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley. The current median home price in Fresno is approximately \$390,000.

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the Council but has veto power over certain actions taken by the City Council. The City Manager, who is appointed by The Mayor, is responsible for appointing all department heads in the City.

THE SELECTION PROCESS

Interested and qualified applicants must submit an official City of Fresno application on-line at www.fresno.gov/jobs. Please upload to your online profile a letter of interest, resume, five references and verification of degree and/or transcript.

For information on how to complete an on-line application, please view "Instruction Guide" on the City's website, Personnel Services Career Opportunities page, or call (559) 621-6950 for assistance.

Only a limited number of candidates will be chosen to move forward to the interview stage.

Inquiries should be directed to:

Stephanie Rendon, Senior Human Resources Analyst
(559) 621-6950

Stephanie.Rendon@fresno.gov or Leshea.Tarver@fresno.gov

INSTRUCTIONS TO ATTACH DOCUMENTS- Transcripts/Degree/Cover Letters/Reference

1. Scan, save and upload your certificate to your personal drive.
2. Log back into your online profile on the City of Fresno Website at: www.fresno.gov/jobs
3. Under "Career Tools", click on Cover letters and Attachments.
4. Click on +Add attachments.
5. For "Attachment Type", choose Certificate.
6. For "Attachment Purpose", enter the name of the certificate
7. Click on Add attachment.
8. Click on Save and Return

The Selection Process

We will select a group of candidates to participate in the interview process depending on their qualifications.

EQUAL OPPORTUNITY EMPLOYER

The City of Fresno is an Equal Opportunity Employer. For more information, please refer to our Career Opportunities web page on the City of Fresno web site.