



## Economic Development Manager

Department/Division:	Management Services
Reports To:	City Manager
Provides Direction To:	
FLSA Exemption Status:	Exempt
Employment Exemption Status:	At-Will
Date Prepared:	July 28, 2014
City Council Resolution #	

### GENERAL PURPOSE

Under administrative direction, directs, plans and oversees the planning and coordination of the City's economic development activities including but not limited to the downtown business plan. This includes providing direction and project leadership for related activities and programs, conducting research and providing analysis on matters of economic health, taxation issues, economic and real estate trends, and performs other related duties as assigned. Assists with the development of the City policies/programs that affect the local economy and serves as a member of the Executive Management Team.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

1. Designs, develops and implements strategies and programs for business attraction, retention and expansion efforts to support and enhance the community and strengthen the local economy.
2. Works closely with local businesses including the Downtown Business Association and Chamber of Commerce and recruits potential business.
3. Serves as a liaison between property owners, businesses, City officials, and others regarding development projects and programs.
4. Stays abreast of the laws, regulations, economic and business trends, and the social/political environment impacting economic development in the City.
5. Works closely with other City departments to facilitate resolution of issues regarding project development and implementation.
6. Conducts outreach to and develops relationships with potential businesses as part of the overall business attraction initiatives.

## **ESSENTIAL FUNCTIONS (continued)**

7. Responds to inquiries regarding economic data, trends, resources, and industrial and commercial development opportunities.
8. Represents the City and serves as the City liaison for economic development activities.
9. Conduct technical studies, analyses and interprets market information regarding a variety of complex data such as sales tax revenues, employment trends and venture capital trends to track, estimate and promote development opportunities. Conducts surveys and other research efforts.
10. Develops and maintains data bases regarding economic development.
11. Makes presentations to businesses and community groups.
12. Coordinates and implements special projects and events.
13. Prepares and presents Council Reports.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

The principles, practices and issues of economic and community development including industrial recruitment, real estate, land development process; pertinent Federal, State, and local laws, regulations and procedures concerning economic development; principles and practices of demographic research and analysis; statistics and mathematics applicable to economic analysis; techniques of program management; automated information systems; techniques employed in public presentations; group dynamics; principles and techniques of report writing and organizational and operational analysis.

### **Ability to:**

Develop, coordinate and implement an economic development program, including a proactive outreach and communication program which projects the image of the community; organize work, set priorities and exercising sound independent judgment within established guidelines, including using creative ways to solve issues; work effectively with business leaders, financial institutions, citizen groups and department directors/managers in interdepartmental and diverse team environments; work effectively in a highly visible position; interpret and apply complex rules, regulations, laws and ordinances; effectively communicate both orally and in writing fundamental technical information to the business community and general public; establish and maintain a positive customer service attitude, and affective working relationships with internal and external customers contacted in the course of work and research and prepare complex community development and real estate data.

**Licenses, Certificates; Special Requirements:**

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives and property of the people of the State

**Education/Training/Experience**

Bachelor's degree from an accredited four year college or university with a major in Urban Planning, Economics, Business Administration or related field is required. Five years of professional level experience in economic or community development, research, business administration or closely related field.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, technical specifications, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, management, vendors, contractors, other organizations and the public.

**WORK ENVIRONMENT**

The employee frequently works in office conditions with controlled temperature settings.