



Job Code: 0012
FLSA: E
Unit: MGMT
Revised:

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under the general direction of the City Manager, develops and manages the City's economic development activities intended to establish and maintain a sound economic climate within the community; supervises assigned staff; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives broad supervision from the City Manager. Exercises direct supervision over assigned staff.

TYPICAL DUTIES

1. Develops, markets and administers plans, programs and strategies intended to attract and retain commercial and business activity within the City.
2. Aggressively recruits business and commercial enterprises to the City. Personally assists such enterprises with various aspects of the relocation process related to City government.
3. Analyzes proposed commercial and business projects to determine their financial impact upon the City.
4. Oversees the collection, organization and maintenance of a variety of information useful to a broad spectrum of businesses and commercial enterprises contemplating locating within the City.
5. Provides expertise to City staff, committees, and City Council in understanding and addressing the specific issues and concerns of prospective and existing business and commercial enterprises.
6. Analyzes the consequences of various local, regional and state activities upon the City's current and future business and commercial interests.
7. Establishes and maintains close relationships with representatives of the City's business and commercial community.
8. Provides technical assistance to existing businesses and commercial enterprises within the City to develop or maintain their economic well-being.
9. As assigned, serves as City representative or staff to various local and regional committees, organizations and agencies involved in local and regional economic issues.

CITY OF PLEASANTON
Economic Development Manager - Page 2

10. Assists City staff in analyzing the financial effects of certain businesses or commercial enterprises locating in the City.
11. Supervises assigned staff to include assigning work, giving direction, evaluating performance, making recommendations on a variety of personnel matters, and training.

MINIMUM QUALIFICATIONS

Any combination of education and experience likely to provide the required knowledge, skills and abilities. A typical way to obtain the knowledge, skills and abilities would be:

Knowledge of:

1. Extensive knowledge of economic development principle, programs and practices.
2. Specific successful techniques and strategies to recruit and retain business and commercial enterprises.
3. Criteria considered by business and commercial enterprises contemplating relocation.
4. State and local resources available to develop and maintain a sound economic base.

Skill to:

1. Develop, implement, and administer economic development programs and strategies.
2. Seek out and recruit business and commercial interests.
3. Establish and maintain effective relations with community business and commercial interests, public official, community representatives, solve problems creatively, communicate principles, concepts and technical information in an understandable manner.
4. Work effectively as a member of a team.
5. Convince others.
6. Accomplish work under general direction.

Education:

Graduation from an accredited college or university with a bachelor's degree in public or business administration, planning, economics or a closely related field.

Experience:

Four years of progressively responsible experience in economic development.

License:

Possession of a valid California driver's license and a satisfactory driving record.

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