

Contra Costa County

Class Code: 5AH6

ECONOMIC DEVELOPMENT MANAGER - EXEMPT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION:

Under general direction, develops, plans, organizes and directs the activities and operations of the County's Economic Development Program including business retention, expansion, attraction, and creation efforts to improve the economic well-being of the County and its residents, with primary focus on unincorporated areas; coordinates assigned activities with other divisions, departments, outside agencies and the general public; personally performs complex assignments; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This single position class is responsible for the formulation, implementation and advancement of the County's overall economic development plan, strategies and projects.

This is an exempt management position reporting to executive management in the Department of Conservation and Development.

TYPICAL TASKS:

Duties may include, but are not limited to, the following:

- Develops and implements a comprehensive County-wide Economic Development Strategic Plan and Program
- Serves as a liaison to and builds collaborative and effective relationships with the business community and economic development advocates regarding issues of economic concern
- Supports the work of the County's cities, assists with coordination of regional economic development approaches, and partners with other County programs, local and regional agencies, and organizations related to economic development to leverage and not duplicate efforts
- Conducts outreach to businesses, provides information and support, and assesses needs
- Serves as an information resource to proponents of projects with potentially significant economic development benefits that are seeking permits from the County, providing accurate general information on anticipated steps in the permitting process, connecting applicants to appropriate staff and looking for and providing advice on streamlining opportunities.
- Develops and implements techniques, strategies, programs and promotional materials to stimulate commercial, industrial and related business activity and market the County's Economic Development program, initiatives and opportunities

- Solicits and responds to requests for information on suitable economic development sites from the Governor's Office of Business and Economic Development, commercial realtors and prospective businesses
- Develops and maintains user-friendly website and facilitates a network of communication to continually promote and improve program services
- Pursues, secures, establishes and manages funding for economic development, including preparing grant applications, administering grants awarded to the County, developing new, complex and sustainable funding programs such as infrastructure financing districts
- Maintains and expands the County's existing Northern Waterfront Economic Development Initiative as a flagship program
- Prepares analytical and statistical reports, recommendations, and correspondence
- Makes public presentations to legislative bodies, other public agencies, community groups, development associations and potential investors
- Assists with evaluating, negotiating and drafting financial agreements related to the annexation process
- Plans, directs and supervises the work of one or more assigned staff

MINIMUM QUALIFICATIONS:

License Required: Possession of a valid California motor vehicle operator's license as required to perform the essential job functions of the position. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Bachelor's degree from an accredited college or university which directly relates to the knowledge and abilities listed; typically business administration or public administration, planning, economics, community or economic development, finance, and/or other related courses.

Experience: Six (6) years of full time experience, two (2) years of which must be in a managerial capacity, performing economic development, urban or regional planning, or real estate development.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles, methods and best practices of economic development including community and business development, real estate development, redevelopment, and local governmental financial incentives for business and marketing
- Principles, methods and techniques of planning, business finance, project management, marketing, public relations and customer service
- Business, community and neighborhood outreach and processes
- Grant application, approval and administration processes
- Funding opportunities and programs in the field of economic development
- Pertinent federal, state and local laws, codes and regulations
- Budgeting practices, cost control, estimating and scheduling
- Principles and practices of supervision

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and other specialized applications related to area of assignment

Ability to:

- Work independently, prioritize work, coordinate activities, complete assignments, and meet critical deadlines while managing multiple projects and complex tasks concurrently
- Conduct short term and long range planning and manage multi-year projects
- Plan, organize, and establish marketing goals, objectives, priorities and materials
- Establish and maintain cooperative, effective working relationships with public officials, business leaders, financial institutions, citizen groups, media, public, and all levels of County staff
- Advise and garner the cooperation and support of County organizations, municipalities, public and other parties concerned with economic development program operations
- Interpret and apply applicable federal, state, and local laws, codes and regulations related to economic development
- Understand the complexities and relationship between economic development and public policy
- Administer grant and contract activities to ensure compliance
- Successfully plan and staff public meetings in a manner that provides clear recommendations supported by objective data and reasoning and that comports with open meeting regulations
- Plan, direct and supervise the work of assigned staff
- Understand and utilize technology
- Exercise sound judgment, discretion and maintain confidentiality of information
- Communicate complex material clearly, concisely and effectively both orally and writing, including public presentations to large and small audiences

Established: July 2017