

CITY OF ROSEVILLE

ECONOMIC DEVELOPMENT PROJECT MANAGER

DEFINITION

To plan, organize, direct, supervise, and manage various economic development activities; to facilitate economic development initiatives and activities with other members of the City's economic development teams, divisions and departments; and to perform a variety of technical tasks, provide advice and expertise related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Director on economic development initiatives, projects and activities

May exercise direct supervision over assigned professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for the performance of economic development program activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in the performance of economic development program implementation tasks.

Define scope of various economic development projects and identify detailed work plans and tasks in coordination with various project teams and management.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various report on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials, supplies and equipment; monitor and control expenditures.

Positions may participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Plan, supervise, oversee and participate in economic development and community development initiatives, including the development, marketing, and implementation of program activities.

Work with developers, consultants and the business community to identify and recommend programs and projects that further economic investment; evaluate and develop recommendations regarding development concepts and project proposals.

Prepare and present reports and recommendations to the Department Directors and a variety of boards, commissions, committees, community and business organizations, and other public agencies regarding economic development activities and projects.

Develop, implement, and track economic development efforts to maximize the efficiency and effectiveness of the City's economic development and related utility programs and strategic plans.

Implement marketing, promotional and public relations strategies designed to encourage the retention, expansion and attraction of new businesses to the community; make presentations to community groups, outside agencies and business community.

Research and compile a variety of economic development and related utility data such as population trends, demographics, vacancy rates, and traffic patterns.

Participate in negotiations with developers, lenders, title companies, social service agencies, various public agencies, property owners, and tenants regarding affordable housing projects and issues.

Research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Participate in and perform analytical and project coordination tasks in support of special studies and projects as requested.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; participate in public outreach when needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of economic development, community development and utility business attraction and retention strategies and programs.

Principles and practices of project management in relation to economic development activities.

Principles and practices of supervision, training and performance evaluation.

Research and analysis principles as it relates to economic development, community development and utility data and trends.

Technical report writing.

Principles and practices of marketing, urban planning, economic and community development, real estate, and related utility programs and initiatives.

Process for acquisition and disposal of public property.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures and computer equipment.

Ability to:

Organize, implement and supervise economic development and related utility program activities and initiatives.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Recommend and implement effective economic development programs that promote community investment.

Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.

Analyze technical demographic data and draw logical conclusions.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Three years of increasingly responsible experience in the implementation of economic development or community development and business assistance programs and services, including one year providing technical and functional supervision over assigned personnel as a supervisor or project manager.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in economic development, business administration, public administration, community development or a closely related field preferred.

License and Certificate

Possession of a valid California driver's license by date of appointment.

08-17-19 Economic Development Project Manager

11-28-18 Economic Development Supervisor