

**DIRECTOR OF ECONOMIC DEVELOPMENT, HOUSING  
AND SUSTAINABILITY PROJECTS  
(CITY MANAGER'S OFFICE)**

**DEFINITION**

Performs a variety of supervisory, administrative, and professional work in development and implementation of community development plans, long term and current planning activities, economic development strategies, and building and plan check programs and services; to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the City Manager's Executive Management Employee Group (Non-represented)

**SUPERVISION RECEIVED AND EXERCISED**

Works under the broad policy guidance of the City Manager and/or Assistant City Manager; Exercises administrative direction over all designated department/division staff, contract staff, and consultant staff either directly or through subordinate supervisors. This is a Fair Labor Standards Act (FLSA) exempt position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

Manages and supervises economic development activities, service and projects, affordable and market rate housing projects, and sustainability projects (e.g., renewable energy, electric vehicle infrastructure, green building infrastructure, transportation infrastructure, and including wireless/broadband infrastructure technology, etc.) to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Manages all Local Successor Agency (LSA) and Housing Successor Agency (HSA) daily operational activities, programs and services.

Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional planning and development advice to City Manager, City Council and other officials as directed; makes private and public presentations to City Council, boards, commissions, civic groups and the general public.

Communicates official plans, programs, policies and procedures to staff and the general public.

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Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Supervises and administers economic development programs and services pursuant to adopted plans, regulations and City GF and LSA/HSA annual program budgets.

Work with and advise the City Manager, members of City Council, and appropriate boards on various economic development activities.

Assists City Council and City Manager in formulation of policies relating to economic development, housing and sustainability projects as direction of the City Manager.

Develops and implements work programs and techniques to be followed for the attraction and retention of business to and within the community. Assists and initiates such policies and programs.

Support ongoing commercial projects, light industrial and commercial project development, expanded retail development and local labor force enhancement programs.

Works with relevant economic groups, and organizations at the local, regional, state and national levels.

Coordinates City economic development strategies for use of former redevelopment, LSA, HSA program activities and dissolution requirements.

Coordinates with San Pablo Economic Development Corporation Executive Director and staff on all economic development and City contracted housing programs.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Supervises the development and implementation of growth management, land use, economic development, housing, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing.

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Prepares, assists and administers annual operating budget for Economic Development, Housing, LSA/HSA, ROPS reporting program activities for the City on an annual basis.

Provides staff support to various boards and commissions, as needed and assigned.

Monitors inter-governmental decisions and legislative affecting department operations and takes appropriate action.

Serves when needed as a member of a task force or committee composed of city, county, state or private groups.

Prepares and writes grant applications.

Negotiates, coordinates and manages professional service contracts.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of economic development, housing and sustainability projects and programs.

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

As an at-will, executive management employee, performs other executive management peripheral duties as directed by the City Manager.

### **SPECIAL PROJECTS ADMINISTRATION**

Works on Special Projects as Project Manager as assigned by the City Manager. Performs other duties of a similar nature or level and as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Administrative principles and practices, including: goal setting, program development, implementation, and evaluation.

Principles and practices of work organization, staff supervision, training, professional development as well as work review and evaluation.

Has thorough knowledge of the theories, principles, and practices of administration and management.

Basic knowledge of municipal and governmental budgeting, accounting, auditing, treasury management, and revenue forecasting.

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Knowledge of standards and best practices related to financial operations, technology, information security, and procurement.

Working knowledge of the laws and court decisions which relate to economic development, housing and sustainability programs and services

Working knowledge of contract negotiations and the dynamics of City government and general problems faced.

Skilled at:

Communicating effectively in English both orally and in writing; making presentations; and responding to questions clearly and concisely.

Problem solving, negotiation, and collaboration.

Establishing and maintaining effective working relationships with others.

Supervising, evaluating, and training assigned staff.

Interacting effectively with the general public, City departments and officials, State, County, and Federal government, and private agencies in coordinating activities and resolving problems.

Ability to:

Plan, organize, direct and review the activities of the department; provide administrative and professional leadership.

Prepare budget estimates and exercise control over department expenditures.

Prepare and present accurate, clear and comprehensive reports, both orally and in writing.

Establish and maintain effective relationships with other officials, employees and the public.

Ability to develop comprehensive plans to satisfy future needs for departmental services.

Effectively utilize computer applications and technology related to the work.

Ability to think creatively and to implement state of the art practices to enhance the effectiveness of City operations.

Handle confidential information with professional demeanor and discretion.

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Communicate effectively with officials, coworkers, supervisors, representatives of both public and private organizations as well as the general public, sufficient to exchange or convey information.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

### Education

A bachelor's degree from an accredited college or university with major course work in business administration, economics, land-use planning, urban planning, public administration or a closely related field. A Master's Degree is also preferred but not required for City employment.

### Experience

A minimum of five years of extensive, progressively responsible administrative and supervisory business administration, economics, land-use planning, urban planning, public administration or a closely related field.

## **Licenses and Certifications:**

Must possess a valid California Class C driver license and have a satisfactory driving record.

## **WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work generally involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs to increase departmental efficiency and improvement of service.

Physical requirements include the following:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions.

Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body.

Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

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FLSA: Exempt / Executive Management