

CITY OF OROVILLE

REDEVELOPMENT AND ECONOMIC DEVELOPMENT MANAGER

DEFINITION

To assist new businesses, developers and other public or private entities in the investment or expansion of operations within the City's redevelopment area; to assist in the preparation of economic development and redevelopment strategies and programs; to implement projects leading to business expansion, redevelopment, real estate development and creation of jobs within the City; to coordinate Enterprise and Recycling Market Development Zone activities; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Administrator.

Exercises general supervision over technical and clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTION - *Essential functions may include, but are not limited to, the following:*

Assists new businesses, developers and other public or private entities in the investment or expansion of operations within the City and its redevelopment area.

Coordinates the inventory of vacant sites and spaces with the local real estate community; design and execute marketing strategies for vacant sites.

Identifies and confers with private developers and established partnerships in support of redevelopment projects; coordinate development activities between private developers in the City; negotiate complex and sensitive development issues.

Develops program and marketing and promotional materials designed to attract and retain businesses with the City: plans, coordinates, prioritizes, monitors, evaluates and participates in work of professional and technical personnel responsible for economic and redevelopment.

Communicates and interfaces with citizens, the community, area economic development organizations and the media to promote and support economic development strategies.

Coordinates the Enterprise Zone activities and act as the Coordinator.

Coordinates the activities of the Recycling Market Development Zone, performing such duties as developing, coordinating and implementing the City's recycling program; preparing and monitoring grants for program funding; maintaining

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contracts with recycling contractors; ensuring program compliance with all applicable laws, regulations, and guidelines; participating in the development of potential clients, etc.

Conducts research, examine alternative funding methods and prepare cost benefits and economic impact studies; analyze complex business plans and evaluate legislation affecting economic development projects; prepare reports on findings.

Prepares scope of activities to be funded for various economic development projects; review consultant qualifications and obtain outside expertise on development projects when necessary.

Attends and participates in a variety of professional group meetings with public and private organizations; discuss and resolve complex community issues relating to job creation.

Conducts studies and surveys to identify problems, issues and barriers related to economic development; confers with consultants, potential developers, members of business and community groups and various public and private organizations on issues relating to economic development and redevelopment.

Prepares written and graphic reports containing specific recommendations on assigned economic development and redevelopment matters.

Performs general administrative work as required, including but not limited to attending and conducting meetings, reviewing and preparing correspondence, entering computer data, copying and filing documents, sending and receiving faxes, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, techniques and applications of economic development.

Principals and practices of urban planning.

Principals of research, data collection and analysis.

California redevelopment law, regulations.

Principles and practices of public administration.

Principles and procedures of municipal recycling operations.

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Concerns and interests of local community, businesses and other public agencies.

Methods and techniques of dealing effectively with the public.

Modern office practices and technology, including the use of computers for word and data processing.

Principals of business letter writing and report preparation.

Budget preparation and administration practices.

Alternative funding methods and procedures.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Identify and confer with private developers and established partnerships in support of economic development projects.

Negotiate contractual agreements related to redevelopment of properties.

Work with diverse groups of people toward common goals.

Perform research, data collection and analysis.

Respond to requests and inquires and deal effectively with the general public.

Prepare and administer budgets.

Research and develop alternative funding sources for economic development projects.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

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

Use computers for word and data processing.

Provide direction to assigned staff.

Experience:

Four years of increasingly responsible professional economic development experience, preferably in a local government jurisdiction.

Education:

Graduation from an accredited college or university with a Bachelor's degree in public or business administration, economic development, planning or a closely related field. A Master's degree in the above fields of study is desirable.

Additional Requirements:

Possession of a valid California driver's license.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment. Occasionally work is performed outdoors, possibly exposing employee to traffic and construction hazards, adverse weather conditions, wetness and humidity, above-average noise, air contaminants, fumes and dust.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office and field inspection duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communication with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.