

## **POSITION 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.

## **TYPICAL DUTIES:**

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.

(NOTE: This is only an illustration of job duties; check for a full detailed job description click on this sight.)

## **MINIMUM QUALIFICATIONS:**

### **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.

**ANNUAL SALARY:** \$64,023 - \$85,797

**VACATION:** 80 hours per year initially

**SICK LEAVE:** 96 hours per year

**HOLIDAYS:** 12 per year

**INSURANCE:** City pays \$877.85/Mo. for medical & dental, and pays 100% for vision, life and long term disability insurance

**RETIREMENT:** PERS - 2% at 55. City pays employee 7% contribution

**APPLICATION PACKETS:**

Available at City Hall, 1735 Montgomery St., Oroville CA 95965, phone (530) 538-2407, [www.cityoforoville.org](http://www.cityoforoville.org), or email ehrenstromem@cityoforoville.org.

**FILING DEADLINE:**

The completed application and resume shall be sent to the Personnel Office at the above address **no later than 5PM, Friday, May 23, 2008.**

**EVALUATION/SELECTION:**

Applications will be reviewed and evaluated. The most qualified applicants will be chosen for interviews. Written notification will be given to all applicants regarding their status.

The selection process may contain all or some of the following elements:

\*Oral Board Interview

\*Final Interview

\*Background Investigation

\*Pre-Employment Physical - After A conditional offer of employment, a complete physical/drug screen will be conducted by the City's Physician, at the City's cost

\*Psychological Evaluation

\*Polygraph Examination

\*\*The City of Oroville is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, or sex. If you require accommodation in the recruitment process, please contact the Personnel Office at (530) 538-2407. Medical disability verification may be required prior to accommodation.