

CITY OF SIMI VALLEY

DEPUTY DIRECTOR/ECONOMIC DEVELOPMENT

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

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Economic Development program within the City Manager's Office, including developing programs and activities to attract and retain businesses for the City; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Assistant City Manager/Director of Economic Development.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the economic development program.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Provide direction to the Community Development Agency in coordinating redevelopment activities; confer with developers in the acquisition of land.
5. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
6. Perform contract administration and negotiation functions; coordinate work with vendors, consultants and other outside interest groups.
7. Prepare a variety of complex correspondence, memoranda and administrative staff reports; coordinate and participate in the preparation of agendas.
8. Participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
9. Conduct a variety of organization studies, investigations and operational studies; recommend modifications to economic development programs, policies and procedures as appropriate.
10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

12. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of City Manager's Office.
Principles and practices of redevelopment.
Operational characteristics, services and activities of economic development programs.
Advanced principles and practices of City and regional planning.
Methods and techniques of development plan review.
Principles and practices of zoning code enforcement.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Business letter writing and report preparation techniques.
Principles and practices of municipal budget preparation and administration.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Participate in the management of a comprehensive economic development program.
Participate in the development and administration of goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Operate office equipment including computers.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Represent the City in a professional and highly credible manner.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

Experience:

Five years of increasingly responsible experience in public administration, redevelopment or a related field.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates