

CITY OF LINCOLN

ECONOMIC DEVELOPMENT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, the position develops and administers the City's economic development programs; acts as liaison between the City, City businesses, and represents the City on regional economic development and community organizations.

DISTINGUISHING CHARACTERISTICS:

The **Economic Development Manager** is the management level class responsible for the City's economic development programs. This class is distinguished from the next higher class of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the City Manager. May exercise direct supervision over assigned staff and consultants.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Develops, administers and implements economic plans, programs and policies,
- Coordinates and prepares financial and technical reports and budgets.
- Staffs and coordinates the activities of the Economic Development Committee and sits on community organization boards and City related committees.
- Serves as the City's principal liaison with the Greater Sacramento Area Economic Council, the Lincoln Area Chamber of Commerce, the Downtown Lincoln Association and other public, private, or nonprofit groups and associations interested in economic development.
- Meets with potential investors, landowners and developers to facilitate participation in new development and redevelopment projects.
- Represents the City at public hearings, community meetings and conferences.
- Recommends and oversees the use of consultants and outside professional service providers.

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- Develops and maintains a database of vacant and/or underutilized commercial, office and industrial land and tenant spaces.
- Coordinates disposition of City-owned real estate, manages real estate transactions, and negotiates lease and license agreements with organizations that make use of City-owned real estate.
- Coordinates marketing and business plans for Lincoln Regional Airport.
- Creates marketing plans for attraction, retention, and expansion of businesses.
- Directs and coordinates grant and proposal writing related to economic development initiatives.
- Monitors local, state, and federal legislation and regulations relating to economic development; reports findings, trends, and recommendations to City Manager and Council as necessary.
- Coordinates special projects to enhance the community in partnership with other organizations and groups.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.
- Performs related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may work in all weather conditions including wet, hot and cold. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Economic Development Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of directly related economic development and redevelopment experience, and a bachelor's degree in urban planning, economics, marketing, finance, business or public administration, or similar field. A master's degree is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of business and economic development; methods and programs for financing; grant administration and writing; principles and practices of planning programs and processes; California Redevelopment law; marketing and public relation techniques; municipal zoning and infrastructure; advertising layout and design; applicable federal, state and local laws, codes and regulations; basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

- Acts with Integrity - Ethical; honest. Accepts responsibility for commitments, outcomes.
- Demonstrates Adaptability - Adjusts to multiple demands, shifting priorities, ambiguity, and rapid change.
- Commits to Self-Development - Proactively seeks professional growth & development. Pursues feedback & modifies behavior in light of new insights.
- Builds Relationships - Develops trusting, give-and-take relationships. Embraces inclusion; fosters respect for all.
- Builds Interpersonal Savvy - Is highly accessible; is responsive & collaborative with others. Uses tact, diplomacy, and professionalism with others.
- Communicates Effectively - Open, candid; uses 2-way communication. Listens attentively to others' comments, concerns, and questions. Speaks clearly, concisely.
- Demonstrates Drive and Commitment to Quality - Self-starter; takes ownership. Pursues challenging goals & attains results; drives others for results. Defines and enforces high quality standards; seeks continuous improvement and expansion of learning.
- Thinks Strategically - Identifies inter-dependencies; coordinates across functions. Continuously scans environment to understand trends. Focuses on critical strategic issues, high pay-off strategies.
- Makes Sound Decisions - Thinks critically; analyzes business decisions using ROI, facts, trends, risk assessment, and other measures. Makes decisions that are aligned with the organization's strategic priorities and goals.
- Analyzes and Solves Problems - Proactively identifies problems. Secures relevant information, suggests & implements logical solutions, identifies lessons learned. Leverages divergent thinking toward creative solutions.
- Innovates - Generates & champions new ideas and initiatives. Applies imagination to service delivery, decision making, and problem solving.
- Knows the Industry, Our Business, and Our Customers - Is an expert in the technical/functional area. Demonstrates cross-functional knowledge. Accesses other expert resources. Anticipates customer needs and consistently exceeds them.

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- Utilizes Policies, Processes, Data, and Tools Effectively - Develops plans that are appropriately comprehensive, realistic, and effective in meeting goals. Uses financial and quantitative information to manage effectively. Ensures compliance with all regulatory agencies governing the work of the City of Lincoln.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Salary Range:	Mid-Management/Confidential
FLSA:	Exempt
Employee Group:	Mid-Management/Confidential
Adopted:	