



San Gabriel
CITY WITH A MISSION

Invites you to apply for
Economic Development Manager
\$8,300 - \$10,089 per month



Imagine...

...the opportunity to work in one of the most thriving business corridors and historic settings in Southern California, a place that is home to the fourth of California's 21 historic missions, and at a time when tremendous growth and diversity are making San Gabriel one of Southern California's prime destinations.

The Community

San Gabriel, 10 miles northeast of Los Angeles, is the birthplace of the region, founded by Father Junipero Serra in 1771. Visitors to the historic Mission District enjoy outstanding entertainment, vibrant food culture, and the charm of early California. San Gabriel is a place of unique homes and diverse neighborhoods offering substantial commercial land, solid connections to regional transportation, and outstanding public education. The current development of several high profile projects is increasing interest and attracting new development opportunities that will create additional retail centers and corridors within the City. With a newly formed Tourism & Marketing District and a completed comprehensive analysis for the historic Mission District, City Council and management support economic development and continue to promote San Gabriel as truly a great place to live, work and visit.

The Ideal Candidate

The City of San Gabriel is seeking an Economic Development Manager to oversee the economic development activities of the City. The ideal candidate is a seasoned professional who understands the methodology, applicability, and local significance of economic development. The ideal candidate is highly innovative and has outstanding leadership qualities, judgment, interpersonal skills, management experience, and an ability to deliver quality proposals and projects to the negotiating table.

It is important for the ideal candidate to understand how historic corridors can be economic engines and think of unique ways to attract new retail opportunities to the community. The ideal candidate must also understand how to effectively incorporate social media in economic development, and must be comfortable working in the public eye and creating partnerships with stakeholders. This person will work closely with other economic entities in the City and region at large, and effectively represent the City at various trade shows and events. The successful candidate is one who will be flexible, creative, and willing to try new programs.

The Department

The Community Development Department is comprised of four divisions: Economic Development, Planning, Building & Safety, and Neighborhood Improvement Services. The department is staffed with approximately 15 full-time positions and several contract employees. The Economic Development Division has undergone substantial transformation over the last few years and is continuously seeking ways to further improve its impact on the surrounding community. A strong economic development program has been established and the business community along with other stakeholders has learned to rely on the Economic Development Division.

Several recognitions have been earned for San Gabriel's Economic Development Division and programs including CALED awards and the City being a finalist in LAEDC's Most Business Friendly program two years in a row.

The Position

Under direction of the Assistant City Manager/Community Development Director, the Economic Development Manager is responsible for developing and maintaining data on the existing business climate, City business sectors, and growth and opportunity sectors; expanding and implementing economic development programs relating to business attraction, marketing and promotion, business outreach and assistance, a overseeing regionally drawn successful events such as Dumpling & Beer, serving as the business concierge for the community, creating new marketing materials and identifying ways to meet and solicit new retailers to the community; attending retail trade shows, stepping in and helping with coverage with peers such as the Planning Manager and Building Official, and continuing to cultivate working relationships with other departments, outside agencies, developers, businesses, and relevant nonprofit organizations; and performing other duties as assigned.

With all the new housing legislation impacting local governments, this position will also assist the Assistant City Manager/Community Development Director with exploring and creating new housing programs for the City. This position also oversees the City's Community Development Block Grant (CDBG) allocation and will serve on local homeless housing program boards.



Education & Experience

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a bachelor's degree from an accredited college or university with major course work in public or business administration, urban studies/planning, economic development, economics, or a closely related field; five (5) years of professional work experience in management, planning, redevelopment, and/or economic development; and at least two (2) years in a supervisory role.

Proficiency in a second language such as Mandarin, Vietnamese, Cantonese, or Spanish is desirable. Bilingual compensation of \$100 per month is available for qualified applicants.

Please see the attached position classification specification for Economic Development Manager for more detailed information regarding the essential duties, responsibilities, and requirements of the position.

Compensation & Benefits

San Gabriel provides excellent compensation and benefits. Current monthly base salary range for the Economic Development Manager is **\$8,300-\$10,089 monthly**. The City also offers an outstanding benefit package including:

- **Retirement:** CalPERS Retirement System (2%@60 for "classic" PERS members; 2%@62 for new PERS members; and participating San Gabriel employees will remain in their existing tier).
- **Health Benefits:** The City contributes up to **\$1,568 per month** toward employee medical, dental and vision insurance premiums. The City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), two dental plans (Delta HMO and Delta PPO), and VSP vision. Employee may opt-out of City group insurance with proof of coverage elsewhere. No cash-out of unused health benefit is allowed.
- **Other Benefits:** City-paid Life Insurance (1x annual salary); Long Term Disability; Employee Assistance Program; Education Tuition Reimbursement Program (based on current Cal State University quarterly rates).

- **457 Deferred Compensation:** City provides three (3) 457 investment plan options for employees. Enrollment is optional and the City makes no monetary contribution to the plans.
- **Supplemental Insurance:** City provides employees with supplemental insurance plans through Colonial. Enrollment is optional and the City makes no contribution towards premiums (employee covers all premium/out-of-pocket costs associated with the plans).
- **Leaves:** 40 hours of administrative leave per calendar year; 12 days of sick leave per calendar year; vacation accrual starting at 80 hours per year (increases to 160 hours based on years of service/longevity); 104 hours of holiday per year.
- **Annual Leave Cash-Out Options:**
 - Sick Leave Buy Back – In November of each year, employees may opt to cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November period).
 - Vacation Buy Back – In November of each year, employees may opt to cash-out up to 40 hours of unused vacation leave.
 - Holiday Buy Back – In January of each year, employees may opt to cash-out up to 8 hours of unused holiday leave.
- **Alternative 9/80 Work Schedule:** Optional 9/80 work schedule with alternating Fridays off.

Application Procedure:

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all professional certifications applicable and/or required for the position. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit jobs.sangabrielcity.com. **The deadline for submitting an application is on Friday February 21 at 4:00pm OR when a sufficient number of qualified applications has been submitted, whichever occurs first. Do not hesitate to apply.** *Faxed, emailed, and/or hard copy applications will not accepted.*

Tentative Recruitment Schedule

The following is the tentative schedule for this recruitment. Please make preparations in advance and note that this schedule may be modified if the City deems it appropriate.

- Application Filing Period..... January 14 – February 21
- Oral Panel/Qualifying Interview..... Week of March 2
- Selection Interviews..... Week of March 9
- Tentative Start Date..... April 13, 2020

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

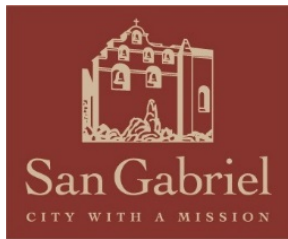
Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

San Gabriel City Hall
425 South Mission Drive
San Gabriel, CA 91776

(626) 308-2802
hr@sgch.org
www.sangabrielcity.com
JobID#172



CLASSIFICATION SPECIFICATION ECONOMIC DEVELOPMENT MANAGER

JOB SUMMARY:

Under direct supervision of the Community Development Director, the Economic Development Manager oversees the Economic Development Division; creates and enhances commercial, retail, dining, and academic opportunities to support workforce development and tourism programs; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Economic Development Manager is responsible for the overall management of the Economic Development Division. This class differs from the Community Development Director due to the level of experience required, complexity of work performed, supervision of staff, and responsibilities that focus on developing economic programs and projects in order to bolster the City's revenue base, workforce, and business sector.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Acts as a liaison and builds strong relationships with local business owners, regional and county officials, and others in the economic development community such as educational institutions, non-profits, and businesses; markets City economic development programs to business, entrepreneurial, and civic/community groups; prepares and presents findings and recommendations to boards, the business community, and other groups; and facilitates and represents the City at meetings with members of the business community and general public.
- Plans, directs staff, and participates in major development projects including the preparation of appraisals, economic feasibility plans, financing plans, environmental documents, design plans, and technical studies required for planning, design, and development of commercial, retail, and residential improvement projects.
- Researches, analyzes, and prepares a variety of studies and reports on economic development including labor market trends; prepares, reviews, and evaluates requests for proposals, contracts, and scopes of work for economic feasibility; negotiates, prepares, and administers contracts and agreements; and researches and prepares complex grant and funding applications and proposals.
- Develops and monitors the budget for division programs and identifies potential resources and expenditures; discusses and resolves budget issues with appropriate staff; and implements adjustments as necessary.
- Provides supervision and training for subordinate staff; prepares work schedules; determines work procedures and issues written and verbal instructions; and prepares and administers performance evaluations.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of economic and business development including market analysis and methods for business attraction and retention; office administration practices and procedures; and City department policies and procedures.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret complex economic data and development reports, design plans, leases, agreements, contracts, and permits related to economic development projects and programs; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Plan, organize, train, and manage the work of assigned staff; resolve grievances and complaints; and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in economic development, business administration, real estate, public administration, urban studies/planning, or a closely related field.
- Five years of increasingly responsible experience in economic development, planning, and/or redevelopment, with at least two years of experience in a supervisory or lead capacity.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: June 5, 2017