

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

To perform a variety of professional and administrative work in the development, coordination and management of private and public sector economic revitalization and development, economic development planning and employment generating activities within the Glenn County Public Works and Development Services Agency.

DISTINGUISHING CHARACTERISTICS

The Economic Development Manager is responsible for the management of the Economic Development Division of the Public Works and Development Agency. Incumbent works with significant independence in the development of proposals and in ensuring compliance with all applicable policies, procedures, and rules and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Deputy Director; directly supervises clerical support staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Provides project / program management, ensuring compliance with all applicable policies, procedures, rules and regulations.

Develops, writes and distributes requests for qualifications / requests for proposals; reviews RFQ/RFP's for project consultants.

Prepares grant applications and supporting documents; supervises the administration of grants.

Manages grant budgets; prepares grant drawdowns.

Prepares narrative and fiscal reports for funding agencies.

Reviews and approves consultant invoices for payment.

Prepares letters of support to legislative representatives.

Develops, finalizes and administers contracts.

Implements public relations efforts, including but not limited to preparing news copy, maintaining contact with the news media, making public and media appearances, etc.

Manages Microenterprise Program / Business Assistance Revolving Loan Fund.

Provides budget development and management for the County EDC.

Conducts interviews for staff positions.

Serves as liaison to and provides technical assistance to unincorporated county communities.

Serves on various committees and task forces as appropriate; attends and conducts meetings.

Attends training and continuing education classes as appropriate.

Receives and responds to inquiries from other county departments, government and community/civic organizations, funding agencies, and the general public.

Establishes and maintains cooperative working relationships with county departments, state and federal agencies, service providers, industry leaders, and others as necessary to ensure successful program administration and operation.

Performs general administrative work, including but not limited to conducting and attending meetings, preparing agenda items and agenda packets, preparing meeting minutes, responding to correspondence, preparing correspondence and reports, etc.

Prepares and submits reports as required.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Principles and practices of public administration.

Principles and practices of economic development.

Principles and practices of program review and management.

Business letter writing and report preparation; English usage, spelling, grammar and punctuation.

Budgeting procedures and techniques.

Principles and practices of financial record keeping and reporting.

Basic computer word processing, spreadsheet and database management skills.

Basic mathematical principles.

Principles of supervision.

Ability to:

Understand and apply and enforce pertinent laws, policies, rules and regulations.

Make sound, educated decisions and work independently with little supervision.

Supervise and evaluate the work of assigned staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Make required calculations accurately as required.

Analyze problems; identify alternative solutions; project consequences of proposed actions, and implement recommendations in support of goals.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible program development and administration experience in an economic development, job development and creation, or planning program, preferably in local government.

Training:

Bachelor's degree from an accredited college or university in business administration, public administration, social science or related field.

Classification Code:	1576000
Bargaining Unit:	10
FLSA Status:	N
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"