

CITY OF LATHROP

ECONOMIC DEVELOPMENT ADMINISTRATOR

*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 direction, plans, organizes, coordinates and directs the Economic Development program. Administers marketing and outreach programs for the retention and expansion of existing businesses and for the attraction of commercial and industrial development to the Lathrop community; provides staff assistance to the City Manager; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This position is within the economic development class series and is a single position class. The incumbent in this class will be expected to work independently and exercise good judgment in implementing the City's economic development and related projects. The incumbent receives supervision from the City Manager.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the City Manager.

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

- Develops and implements goals, objectives, policies and programs which promote the City's economic development.
- Ensures that economic development activities comply with City goals, policies and procedures as well as local, federal and state regulations; develops and maintains required reports, files and records.
- Participates in the development and administration of the Economic Development program budget.
- Provides assistance and coordination to the City Council, commissions, committees and City management staff in matters related to a wide variety of economic development activities and programs.
- Develops and proposes policies for the effective recruitment of new industry, business and investment in the area.
- Develops and proposes policies to stimulate the expansion of existing industry, business and investment in the area.

- Serves as liaison with existing and potential industries, businesses, land and building owners, developers, marketing firms and federal, state, regional and county agencies regarding loans, grants, data and educational resources.
- Researches and analyzes economic problems and prepares comprehensive reports.
- Prepares reports and gives presentations to community groups, business and government committees, commissions and City Council.
- Represents the City in meetings with representatives of business and community organizations, governmental agencies and the public.
- Monitors legislation and developments related to economic development matters; evaluates their impact on City operations and programs and recommends and implements policy and procedural improvements
- Assists new and existing firms with expeditious permit processing and capital needs including packaging of financing from federal, state and local sources.
- Attends meetings of local industrial, commercial and civic organizations to increase community contact and develop understanding of the economic development program.
- Performs related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both 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 works outdoors in all weather conditions, including wet, hot, and cold. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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 Administrator**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Education:

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

Experience:

Three (3) years of professional level experience in economic/business development and municipal services.

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 KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Assistant and Associate levels.)*

Knowledge of:

Community characteristics, including planning, zoning, schools, budgets, and recreational facilities and civic attractions. Principles and practices of marketing, public information and media relations. Functions and organizations of a municipal government. Applicable federal, state and local laws, rules and regulations relating to economic development. Principles of organization, administration and budget. Economic development incentives. Informational resources relating to industry, legislation, business, economics, community development, and related matters affecting the growth of the community. Public and private sector financing. Real estate development. Urban planning.

Ability to:

Establish and maintain cooperative effective working relationships with those contacted in the course of work. Communicate effectively and persuasively both orally and in writing. Interpret and apply federal, state and local policies, procedures, laws and regulations. Prepare and analyze a variety of reports, statements and correspondence. Develop and administer a division budget. Be persuasive in marketing and selling the City to prospective businesses and industries. Coordinate and provide liaison among various agencies and organizations. Organize work, set priorities and exercise independent judgment within established guidelines. Maintain accurate records and prepare clear, concise and effective correspondence, media materials, public and educational materials, reports and other written materials. Collect and analyze a wide variety of data and materials.

Skill to:

Operate an office computer and a variety of word processing and software applications including, graphic and presentation programs.