



ECONOMIC DEVELOPMENT AND HOUSING SPECIALIST

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 the direction of the Community Development Director, this classification is responsible for the performance of moderately complex technical and professional functions related to the coordination, marketing, implementation, and monitoring of various Economic Development and Housing programs and special projects. The incumbent will identify opportunities for economic growth, develops programs and actively implements Economic Development strategies, including business retention and attraction programs, and provides outreach to business owners, associations, districts, property owners and developers regarding economic development matters. The incumbent also performs a variety of duties related to housing, commercial and industrial property improvements, development and redevelopment.

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

- Develops, updates and assists with the implementation of various economic development programs with the purpose of business retention, expansion, and attraction, including site visits, telephone contact, and written communications.
- Assists and advises business locating or expanding in the City. Serves as a point of contact for new and expanding businesses. Assists business prospects and developers by providing information on available development sites, land, and buildings. Explains the development requirements and may help to facilitate the pre-development review process.
- Manages the contracts with the various business organizations, including business improvement districts and other business committees and community organizations working to enhance the City's business environment.
- Generates and maintains economic and demographic data needed to provide reports on market conditions, development opportunities, real estate listings, and other economic development related projects. Develops and maintains a current database of retail, office, and commercial sites, vacant parcels, structures, and other facilities available for business development in the City.
- Coordinates the technical aspects of data collection and assembly of cost estimates for various public actions such as land acquisition, relocation, good-will, demolition, and public improvements.
- Review, analyze, evaluate and recommend adoption of federal, state and local programs to meet City housing, commercial and industrial redevelopment needs; structure and modify programs to meet specific City circumstances.
- Act as project manager for City-sponsored affordable housing projects, carrying such projects from site acquisition through financing, contract administration, dispute mediation and completion.
- Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports, resolutions and staff reports and makes presentations.
- Makes presentations to business and neighborhood groups, City Boards and Commissions, City Council, and the public.
- Maintains and keeps accurate logs, records, and files.
- Establishes and maintains effective working relationships with high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving business related issues. Participates in meetings with developers, businesses, citizens, community leaders, and City personnel on economic development and/or housing projects and programs.

- Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures; processes routine and non-routine matters independently.
- Performs specialized research and statistical work on assigned subjects for staff and management.
- Researches and identifies grant opportunities; prepares grant applications for economic development and housing projects.
- Assists in the marketing and promotion of educational programs to bankers, real estate professionals, neighborhood groups, developers, and others.
- Researches, develops, interprets, communicates, and monitors ordinances, regulations, policies, procedures, codes, standards, etc.; recommends improvement when necessary.
- Performs other related duties as assigned.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues; methods and techniques of research, statistical analysis, and report presentation; administrative principles and practices, including goal setting and implementation; architectural, urban planning & zoning, development and construction principles and practices; principles, practices of economic research, analysis and data compilation; principles and practices of research, analysis, data compilation, and effective report writing; principles, practices, and techniques of effective customer service and collaborative problem solving; grant administration requirements and procedures; business ethics; office administrative practices and procedures, such as business letter writing and the operation of standard office equipment; all computer applications and hardware related to performance of the essential functions of the job; record keeping, report preparation, filing methods and records management techniques.

Ability to:

Ability to establish and maintain effective working relationships with others; ability to communicate in English both orally and in writing at the appropriate level; ability to perform mathematical calculations at the appropriate level; ability to learn and follow City and departmental policies procedures; ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals; ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy; ability to draft and type correspondence; ability to deal with problems involving several complex variables in non-standardized situations.

Skills:

Using tact, discretion, initiative and independent judgment within established guidelines; applying logical thinking to solve problems and accomplish tasks; analyzing, resolving, and/or making recommendations regarding a variety of administrative, financial, and operational issues; preparing clear and concise reports, correspondence, and other written materials; preparing and delivering presentations; organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction; communicating orally and in writing with internal staff, the public, and City and government officials in order to give and receive information in a courteous manner; using a computer and appropriate computer applications to perform the essential and important functions of the job; operation and routine maintenance of general office machines such as copiers, facsimile machines, and telephone systems; analyzing and resolving technical data, situations and problems; researching, compiling, and summarizing a variety of informational and statistical data and materials.

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

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; and, two to three years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

License and Certifications:

Possession of a valid State of California Driver's License.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

While performing the essential functions of this job, the incumbent is regularly required to sit and stand; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull and/or lift up to 20 pounds occasionally.

Working Conditions: work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

A451
ECONOMIC DEVELOPMENT AND HOUSING SPECIALIST
AFSCME 829 ADMINISTRATIVE UNIT
NON-EXEMPT
JANUARY 2008
Revised March 2020