



City of Commerce

DIRECTOR OF ECONOMIC DEVELOPMENT & SUSTAINABILITY

Department: **Economic Development**
Revised Date: **April 2018**

Class Code: **4005**
FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, plans, coordinates, and directs the operations and activities of the City of Commerce's Economic Development & Sustainability efforts; directs and coordinates the City's economic development, sustainability, and beautification functions; In coordination with Department of Public Works Development Services personnel, with guidance drawn from the Green Zones Action Plan (GZAP), designs, develops and offers support services to new and existing businesses to cultivate a healthy green economy in the City of Commerce, while creating, administering and overseeing programs and efforts designed to promote a sustainable economy through business development, retention, attraction, and beautification.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and directs the City of Commerce's Economic Development & Sustainability efforts
- Directs and participates in the development, implementation, and administration of Economic Development & Sustainability plans, policies, and procedures;
- Establishes Economic Development & Sustainability goals, objectives, and priorities.
- Develops and administers departmental budgets; monitors and authorizes expenditure; requests fund transfers; oversees the administration of grant funding in accordance with applicable guidelines and regulatory requirements.
- Oversees the administration and delivery of beautification and employment development services available to City residents.
- Conducts research and/or investigations; compiles and analyzes data; develops recommendations to address social services, and/or job development issues within the community.
- Presents and/or submits recommendations to the City Council via agenda or staff reports.
- Serves as an official liaison to a variety of organizations, commissions, and task forces on the City's behalf; attends and represents the City at networking and/or social functions as required.
- Delivers public presentations and provides City information locally and regionally.
- Prepares and maintains a variety of departmental records, reports, and documentation.
- Identify appropriate business types to attract to the City of Commerce based, initially, on the results of a Market Analysis and other applicable measures.
- Create marketing and outreach program to attract targeted new businesses.
- Promote the City's image to retain existing business and attract new business.
- Communicate the elements of plans and programs to new and existing business.
- Establish and manage a voluntary business retrofit program for existing and new business.
- Seek grant funding opportunities to implement the business retrofit program and other programs created to address the related goals of the City.
- Create recommendations to further improve Commerce's Economic Development & Sustainability.
- Serve as liaison between the business community, residents of the City of Commerce, and City Government.

JOB DESCRIPTION

Director of Economic Development & Sustainability

- Strengthen the long-term sustainability of the City of Commerce and assist in the furthering of a healthy green economy in the City.
- Coordinate efforts of all appropriate Departments and agencies required to plan and implement business assistance programs.
- Administers contracts between the City and appropriate Federal agencies involved with economic development.
- Conducts studies and prepares reports and other documents for action by the City Council.
- Analyzes and recommends appropriate changes to proposed economic development legislation which may impact the City.
- Analyzes existing and future financial resources and encumbrances of the City and the impact of economic development programs on these resources and encumbrances.
- Oversee and participate in the development and implementation of Economic Development & Sustainability goals, objectives, policies, procedures, and priorities.
- Oversee and participate in the selection and management of consultants and contractors for activities and services that promote environmental, economic, and social sustainability and beautification.
- Keep abreast of emerging trends, innovative practices, and changes to legislative and technical developments in related fields.
- Develop policies and procedures for programs related to Economic Development & Sustainability.
- Collaborate with property owners, merchants, and developers to plan, organize and implement projects and programs intended to enhance the economic vitality of the City.
- Analyze economic feasibility of proposed real property transactions and projects including energy and green-related projects and makes appropriate recommendations.
- Develop financing plans to implement proposed Economic Development & Sustainability projects and programs.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Public Administration, Business Management, Economics, Marketing, Urban Planning, or related field; AND five years experience in urban planning, local government finance and economics, marketing outreach, public works, and building & safety operations. Experience in grant writing, permit processing, and established relationships with utility companies is a benefit.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Economic development, sustainability, and beautification practices.
- Federal, State and local laws, rules and regulations governing business administration.
- Project management and administration to implement efficient and cost effective services and programs within allocated resources.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Contract administration and negotiation principles and techniques.
- Principles and practices of real estate finance and development.
- Federal, State and Local economic development programs and regulations.
- Basic principles and practices of Federal and State environmental law.
- Contracts management.
- Public and private funding sources and requirements.

JOB DESCRIPTION

Director of Economic Development & Sustainability

Required Knowledge of (Cont.):

- Budget development and management.
- Projects and program management.

Required Skill in:

- Understanding and use of business sustainability practices.
- Administering municipal employment development and social services programs.
- Conducting research, analysis, and investigations and providing related recommendations.
- Establishing and maintaining cooperative working relationships with City employees, public officials, local community members and organizations, local business owners, and representatives from other local, state and Federal agencies.
- Developing and administering budgets and monitoring expenditures.
- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings
- Assuming management level responsibilities and making appropriate decisions, while assuring compliance with City goals and objectives.
- Interpreting and applying Department standards and City policies.
- Analyzing City needs and prioritizing and promoting programs to meet objectives.
- Presenting reports and information in a public speaking setting such as public hearings and business community forums.
- Interpreting technical instructions and analyzing complex variables.
- Meeting critical time deadlines.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Effective verbal and written communication.
- Developing, implementing, evaluating, and managing projects and programs.

Physical Demands / Work Environment:

- Work is performed in a standard office environment with field visits being an essential component.