



**February 2001
FLSA: NON-EXEMPT**

POSITION DESCRIPTION

Economic Development Manager

DUTIES

The Economic Development Manager shall be responsible for managing, coordinating and facilitating various economic development, redevelopment and community development block grant (CDBG) activities, programs and projects with private businesses, public agencies and non-profit organizations.

Duties include, but are not limited to, researching the economic development needs of the community; recommending the establishment of economic development goals and priorities; collecting, compiling, analyzing and presenting economic and demographic data about the community; initiating contact with businesses interested in investing in the community; assisting new businesses in site selection, acquisition and facility constructing; coordinating the activities of legal counsel, bond counsel, underwriters and others for economic development and redevelopment projects; analyzing federal and state legislation pertaining to economic development and redevelopment.

Additional duties include preparing applications for grants and loans for economic development activities; writing and presenting reports on economic development matters to the Town Council, Planning Commission and community organizations; establishing and maintaining communication and cooperative effort with local business organizations; assisting in the development and management of the economic development budget; monitoring and approving expenditures; serving as liaison for Economic Development and other Town departments and outside agencies; managing a comprehensive community development block grant program; managing a housing program suitable for the Town of Apple Valley; ensuring that economic development activities comply with Town goals, policies and procedures; performing additional duties as assigned.

SUPERVISION

The Economic Development Manager shall receive general supervision from the Director of Economic and Community Development and, after orientation, shall exhibit sufficient professional ability to accomplish assigned tasks with minimum direction.

The Economic Development Manager shall, however, be required to advise the Director of Economic and Community Development of any unusual or questionable conditions encountered in the area of responsibility.

QUALIFICATIONS

The Economic Development Manager shall possess a Bachelors Degree in public administration, business administration, planning, economics (or a related field) and five (5) years progressively responsible experience, including two (2) years at a management level in implementing an economic development program. And, possess a valid California Driver's License, a good driving record and valid automobile insurance.

A Masters Degree in a related field and experience in a governmental agency performing economic development is preferred.

Position Description – continued

Economic Development Manager

WORKING CONDITIONS

The Economic Development Manager shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and working with moderate attention to written and verbal detail.

Although occupational hazards are seldom encountered, the Economic Development Manager shall be required to observe all safety procedures prescribed by the Town of Apple Valley.

JOB RELATIONSHIPS

The Economic Development Manager shall have continuing contact with municipal officials and employees of the Town of Apple Valley, members of the commercial, industrial and business communities and citizens of the Town of Apple Valley. The Economic Development Manager shall cooperate with these individuals in accomplishing assigned tasks.

WORKERS SUPERVISED

The Economic Development Manager shall provide direct supervision to the Economic Development Specialist, Administrative Secretary and other assigned individuals.