



Assistant Director of Economic Development and Housing

SUMMARY

Under general direction, plans, organizes, manages, and provides administrative direction for all functions and activities of the Economic Development and Housing Division, including economic development activities, redevelopment programs, housing programs, and grants management; coordinates activities with other Town departments, officials, outside agencies, and the public; provides responsible professional assistance to Town Management in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Economic and Community Development. Exercises general and direct supervision over professional and technical staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Participates in the development, manages, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Economic Development and Housing Divisions establishes, within Town policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the division's budget.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with divisional standards, including program and project priorities; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Town needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Confers with and advises members of the business community and the general public of the Town's economic incentives and guidelines, responds to survey requests, develops marketing materials and programs, develops and maintains real estate inventory, develops target markets for focus attraction activities, develops site proposals, and monitors legislation affecting economic development.
- Manages, coordinates, and reviews the Town's economic development program activities, including business development, business retention, and economic development grant

programs, including developing marketing materials, conferring with and advising the business community and the general public regarding various business loan programs and guidelines, overseeing the preparation of legal business loan documents, and preparing RFPs for professional services.

- Develops and implements strategies and programs for business attraction, enhancement, retention, and expansion, including providing technical assistance to local businesses, conducting surveys, providing referrals, and developing resources to assist resident businesses with their expansion plans.
- Obtains grants for implementation of economic development projects; implements, monitors, and reports funding activities according to grant regulations.
- Manages Town housing programs, including preparing grant funding applications for Town projects and programs in the area of housing and community redevelopment, including CDBG, HOME, EDI ADDI, Cal-Home, HCD-HOME, and Cal-HFA; and implementing, administering, monitoring, and reporting grant funding activities according to applicable grant regulations.
- Directs and reviews the implementation of the Town's Community Development Block Grants, including providing necessary direction and approving the implementation of various housing assistance programs.
- Prepares and analyzes economic data/reports to determine the economic feasibility or potential of specific redevelopment or land use plans.
- Represents the Economic Development and Housing Division to other Town departments, elected officials, and outside agencies; conducts significant political outreach to obtain support for programs; explains and interprets divisional programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of divisional organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the Town Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Economic Development and Housing.
- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect Town or divisional operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Director.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Acts for the Director of Economic and Community Development in his/her absence.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an assistant department head classification in the Economic and Community Development Department that directs and participates in all day-to-day activities of the economic development and housing functions. Assists in short- and long-range planning, development, and administration. The incumbent provides assistance to the Director of Economic and Community Development in a variety of administrative, coordinative, and analytical capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects, programs, and activities in a variety of areas. The incumbent is accountable for accomplishing divisional operational goals and objectives.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, economics, finance, or a related field, and seven (7) years of professional experience in economic development, redevelopment, and housing program administration and/or Town government with considerable supervisory or administrative experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Principles, practices, and procedures of a California Redevelopment Agency, economic development, and housing programs.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, town-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Revolving loan program management, including lending procedures and eligibility requirements.
- Modern office practices, methods, and computer equipment; related software application methods and procedures.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of redevelopment, economic development, and housing programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned program areas.
- Provide administrative and professional leadership and direction for the Division and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with federal, state and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the division in meetings with governmental agencies, community groups, contractors, vendors, various businesses, professional, regulatory and legislative organizations.
- Act for the Director of Economic and Community Development in his/her absence.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*