



FLSA: Exempt*

Economic Development Manager

SUMMARY

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.

SUPERVISION RECEIVED AND EXERCISED

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.

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:*

- 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.
- 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.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

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.

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:

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

LICENSE AND CERTIFICATION REQUIREMENTS

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

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

**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.*