

**CITY OF FONTANA
ECONOMIC DEVELOPMENT ANALYST**

DEFINITION: Under direction of the City Manager or his/her designee, supervises, organizes, and participates in support activities for the Economic Development Divisions; performs a variety of complex professional tasks involved in the development, analysis and evaluation of Economic Development programs and budgets; and conducts special studies and analysis as required.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Point of contact for organizations, private businesses, developers, brokers, public agencies, property owners, and the general public for economic development enterprises.
- Plan, organize, and oversee the attraction, expansion, and retention of economic development City-wide.
- Plan, prioritize, coordinate, assign, supervise, and review the work of staff involved in the analysis and development of Economic Development programs and services, including those that encourage commercial and industrial development; schedule and review activities to ensure that work is completed in a timely and appropriate manner; direct and participate in special studies.
- Remain abreast of emerging trends in economic development; attend conferences and trade shows.
- Develop and review budget allocation proposals for Economic Development Division; develop and coordinate policies and procedures for the budget development process; monitor Division expenditures.
- Evaluate operations and activities of Economic Development Division; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Lead and participate in complex financial analyses of proposed policy changes; serve as a liaison between departmental management teams; provide information and analytical support involving major projects of City-wide interest.
- Answer questions and provide information to department staff concerning technical or statistical issues; investigate problems and recommend corrective action as necessary to resolve problems.
- Design, plan, supervise, and participate in a variety of studies; provide recommendations for improving the efficiency of Economic Division.
- Coordinate unit activities with those of other departments and divisions.
- Attend and participate in meetings and committees.
- Coordinate departmental purchasing activities including negotiation with vendors and suppliers of necessary department materials and equipment.
- Communicate clearly and concisely, both orally and in writing, to technical as well as non-technical individuals.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain prompt and regular attendance.

- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files, computer reports, or other materials weighing up to 25 pounds also is required.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of public administration and public finance
- Principles of supervision, training and performance evaluation
- Commercial real estate best practices and land use development
- Principles and practices of budget development
- Principles of economics, financial analysis, and cost-benefit analysis
- Principles of statistics and research
- Pertinent Federal, State and local laws, codes and regulations

Experience: Three (3) years of responsible experience in the evaluation of management systems, programs and budgets including one year of lead responsibility. Demonstrated experience in commercial real estate best practices and land use development

Education: Bachelor's degree from an accredited college or university with major coursework in business or public administration, personnel or a related field. Work experience may be substituted for the education requirement on a year for year basis, with a minimum of five (5) years' experience equating to a bachelor's degree, equating to eight (8) years total work experience.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, and physical examination. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.