

**CITY OF FONTANA
ECONOMIC DEVELOPMENT MANAGER**

DEFINITION: Under general direction from the Housing and Business Development Director, oversees the development, pro-active implementation and ongoing administration of the City's comprehensive Economic Development Strategy. Exercises direct supervision over assigned professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop and administer a comprehensive retention and expansion program for various business enterprises (both large and small) located within the City.
- Develop and pro-actively implement a business recruitment and attraction program (concentrating on business enterprises that expand the City's existing economic base).
- Create and implement a comprehensive marketing, advertising and promotion program.
- Negotiate, implement and oversee administration of complex Disposition and Development Agreements (DDA) and/or Owner Participation Agreements (OPA) for selected commercial and industrial projects located throughout the community.
- Assist with the identification of additional commercial and industrial areas located throughout the City by facilitating development and adoption of a General Plan Amendment.
- Oversee participation in various trade shows, conferences and seminars specifically designed to promote economic development opportunities available within the City.
- Recommend goals and objectives and assist in the development of department policies and procedures.
- Oversee development and administration of the department budget.
- Prepare City Council reports and agenda items; make presentations to City Council, and other boards, commissions and community groups.
- Pursue Federal, State and local funding sources necessary to implement and/or expand existing programs, projects and activities.
- Supervise, train and evaluate assigned staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

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, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work

related documents. Acute hearing is also required when providing phone and counter assistance.

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 Economic Development programs and administration.
- Federal, State, County and local policies, procedures, laws and regulations surrounding economic development.
- Effective marketing strategies.
- Funding opportunities available to facilitate implementation of the City's comprehensive Economic Development Strategy.
- Research methods, techniques and practices.
- Principles and Practices of budget administration.
- Effective supervisory and personnel management practices and procedures.
- Effective customer service techniques and principles.

Experience: A minimum of four (4) years of increasingly responsible experience in economic development and business development administration.

Education: A Bachelor's Degree from an accredited college or university with major coursework in economics, public administration, business administration or a closely related field.

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