

CITY OF ROSEVILLE

ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Economic Development Department and fulfill the role of Chief Executive Officer (CEO) of the Roseville Community Development Corporation (RCDC); to coordinate Economic Development, Housing, Revitalization, Grants and RCDC activities with City departments, outside agencies and private partners and to provide highly responsible and complex administrative support to the City Manager and RCDC Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Receives policy direction from the RCDC Board.

Exercises direct supervision over assigned management, professional, technical and administrative support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department and RCDC goals and objectives, strategies; recommend and administer policies and procedures.

Direct RCDC operations consistent with Board policy direction, Articles of Incorporation and Bylaws; grow operations and services in a financially sustainable manner.

Coordinate department and RCDC activities with other City departments, private partners, outside agencies and organizations; provide staff assistance to the City Manager and RCDC Board, direct; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's and RCDC's work plans, assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development funding and administration of the Economic Development and RCDC's budgets, direct the forecast of revenues and funding need for all operational costs; monitor and approve expenditures; implement mid-year adjustments, identify and develop the revenue sources necessary to finance/fund all operations.

Serve as Deputy Director of the City's Housing Authority and act as its hearing officer, as necessary.

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Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Provide direction and technical assistance to the various operations within the Economic Development department and the RCDC.

Build and maintain positive working relationships with co-workers, City and RCDC employees, contractors, consultants, partners and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of development, entitlements and permitting, related to private development projects.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

##### Ability to:

Plan, direct and control the administration and operations of the Development Services department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures;

observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk while studying or preparing reports; twist to reach equipment or materials; perform simple grasping and fine manipulation; write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply construction and design standards, various codes and regulations, and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

A typical way to obtain the required knowledge and abilities would be:

##### Experience:

Seven years of increasingly responsible experience in community development including three years of administrative and management responsibility.

AND

##### Training:

A Bachelor's degree from an accredited college or university with major course work in planning, engineering, public administration or a related field.

#### License or Certificate

Possession of a valid California driver's license upon date of appointment.

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07-08-14

06-29-13 Economic Development Director