



City of San Pablo (CA)

## Economic Development & Housing Manager

<b>SALARY</b>	\$76.71 - \$93.25 Hourly \$12,466.00 - \$15,153.00 Monthly	<b>LOCATION</b>	CA, CA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	20240729
<b>DEPARTMENT</b>	City Manager's Office	<b>OPENING DATE</b>	07/29/2024

**Filing Deadline: Friday, August 23, 2024 at 11:59 p.m.**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

### THE POSITION:

The City of San Pablo is actively recruiting for an Economic Development & Housing manager to perform a variety of supervisory, administrative, and professional work in development and implementation of community development plans, long term and current planning activities, economic development strategies, facilitate new housing development, to coordinate assigned activities with other City departments and outside agencies; to provide highly responsible and complex administrative support to the City Manager's Office; and to act as a member of the Division Managers Employee Group (Non-represented)

Incumbent works under the broad policy guidance of the City Manager and/or Assistant City Manager; Exercises administrative direction over all designated City Manager's Office Division staff, contract staff, and consultant staff either directly or through subordinate supervisors. This is a Fair Labor Standards Act (FLSA) exempt position.

Responsibilities include: direct and indirect supervision of subordinate management, professional, and support staff.

### Examples of Duties / Knowledge & Skills

Essential Duties include, but not limited to:

- Manages and supervises economic development activities, service and projects, affordable and market rate housing projects to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Manages all Local Successor Agency (LSA) and Housing Successor Agency (HSA) daily operational activities, programs and services.

- Provides professional planning and development advice to City Manager, City Council and other officials as directed; makes private and public presentations to City Council, boards, commissions, civic groups, Council standing committees/ad-hoc subcommittees, and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Supervises and administers economic development and housing programs and services pursuant to adopted plans, regulations and City GF and LSA/HSA annual program budgets.
- Develops and implements work programs and techniques to be followed for the attraction and retention of business to and within the community. Assists and initiates such policies and programs.
- Support ongoing commercial projects, light industrial and commercial project development, expanded retail development and local labor force enhancement programs.
- Works with relevant economic groups, and organizations at the local, regional, state and national levels.
- Coordinates City economic development and housing strategies for use of former redevelopment, LSA, HSA program activities and dissolution requirements.
- Coordinates with San Pablo Economic Development Corporation (SPEDC) Executive Director and staff on all economic development and City contracted housing programs.
- Supervises the development and implementation of growth management, land use, economic development, housing, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Supervises the evaluation of land use proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations.
- Prepares, assists and administers annual operating budget for City Manager's Office/Economic Development, Housing, LSA/HSA, ROPS reporting program activities for the City on an annual basis.
- Provides staff support to various boards and commissions, as needed and assigned.
- Monitors inter-governmental decisions and legislative affecting department operations and takes appropriate action.

- Serves when needed as a member of a task force or committee composed of city, county, state or private groups.
- Prepares and writes grant applications.
- Negotiates, coordinates and manages professional service contracts.

## Minimum qualifications & Requirements

**Knowledge of:**

- Administrative principles and practices, including: goal setting, program development, implementation, and evaluation.
- Principles and practices of work organization, staff supervision, training, professional development as well as work review and evaluation.
- Has thorough knowledge of the theories, principles, and practices of administration and management.
- Basic knowledge of municipal and governmental budgeting, accounting, auditing, treasury management, and revenue forecasting.
- Knowledge of standards and best practices related to financial operations, technology, information security, and procurement.
- Working knowledge of the laws and court decisions which relate to economic development, housing and sustainability programs and services
- Working knowledge of contract negotiations and the dynamics of City government and general problems faced.

**Skilled at:**

- Communicating effectively in English both orally and in writing; making presentations; and responding to questions clearly and concisely.
- Problem solving, negotiation, and collaboration.
- Establishing and maintaining effective working relationships with others.
- Supervising, evaluating, and training assigned staff.
- Interacting effectively with the general public, City departments and officials, State, County, and Federal government, and private agencies in coordinating activities and resolving problems
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**Ability to:**

- Plan, organize, direct and review the activities of the department; provide administrative and professional leadership.
- Prepare budget estimates and exercise control over department expenditures.
- Prepare and present accurate, clear and comprehensive reports, both orally and in writing.
- Establish and maintain effective relationships with other officials, employees and the public.

- Ability to develop comprehensive plans to satisfy future needs for departmental services.
- Effectively utilize computer applications and technology related to the work.
- Ability to think creatively and to implement state of the art practices to enhance the effectiveness of City operations.
- Handle confidential information with professional demeanor and discretion.
- Communicate effectively with officials, coworkers, supervisors, representatives of both public and private organizations as well as the general public, sufficient to exchange or convey information.

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### **EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education

A bachelor's degree from an accredited college or university with major course work in business administration, economics, land-use planning, urban planning, public administration or a closely related field. A Master's Degree is also preferred but not required for City employment.

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#### Experience

A minimum of four (4) years of extensive, progressively responsible administrative and supervisory business administration, economics, land-use planning, urban planning, public administration or a closely related field.

### **Licenses and Certifications:**

Must possess a valid California Class C driver license and have a satisfactory driving record.

## **Supplemental information**

### **How to apply:**

Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>.

For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change, we suggest planning your calendar accordingly, as these are currently the only interview dates.

**First Round Interviews:** Week of September 9, 2024

**Second Round Interviews:** Week of September 16, 2024

**Estimated Start Date:** November 4, 2024

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or an implied contract of employment and these provisions are subject to change.**

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**Agency**

City of San Pablo (CA)

**Address**

1000 Gateway Avenue

San Pablo, California, 94806

**Phone**

510-215-3000

**Website**

<http://www.sanpabloca.gov>

## Economic Development & Housing Manager Supplemental Questionnaire

**\*QUESTION 1**

Please answer the following questions. Please include the agency you worked for and your job title when describing your work experience. Please describe your background, training, and qualifications you feel make you the best candidate for this position.

**\*QUESTION 2**

Please describe your experience with developing economic development plans for local governments, including how you ensure that all stakeholders are included when making decisions?

**\*QUESTION 3**

How do you assess the economic impact of proposed projects or initiatives such as new regulations, zoning changes, or government funding?

**\*QUESTION 4**

**What is your experience with grant writing and applying for funding from public and private sources?**

\* Required Question