

City of San José
CLASS SPECIFICATION

Title: Economic Development Manager (1997)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Economic Development	Deputy Director	Exempt

CLASS SUMMARY

Under general direction, manages programs and partnerships that catalyze job growth, revenue generation, talent attraction, and public space activation. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification in the Office of Economic Development manages programs and partnerships directly and/or through inter-departmental teams that advance the City's Economic Strategy. This class differs from Economic Development Officer in that the latter provides services to the small business community or may coordinate and manage research projects on topics concerning the San Jose economy. This class differs from Division Manager in that it may manage through coordination with outside governmental agencies, other City Departments, business and community associations and/or directly supervise staff.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Bachelor's degree from an accredited college or university in business administration, accounting, economics, urban planning, marketing or a related field AND six (6) increasingly responsible professional years of government, consulting, corporate, planning, place making, event management or facility management experience.

Required Licensing (such as driver's license, certifications, etc.)

None.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

Minimum Knowledge, Skills, and Abilities

Knowledge of:

- City, Federal, State and local laws and regulations relating to program activities and requirements.
- Theories and principles related to areas of assignment.
- Principles and practices of economic development and place making.
- Leadership and management principles.
- Basic accounting and budgeting principles and procedures.

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- Training and evaluation techniques.

Ability to:

- Speak effectively and make effective presentations before corporate officials and a varied range of public and private organizations and officials.
- Express oneself clearly and concisely, both orally and in writing.
- Stimulate and motivate individuals and groups to achieve designated goals.
- Use computer applications to compile and analyze graphic presentation of data and present information.

Desirable Qualifications

(Knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Public-private collaboration and partnering.
- Community and stakeholder engagement techniques.
- Assessing and analyzing needs of community or program area.
- Planning, developing and evaluating major programs.
- Developing relationships with other agencies or groups.
- Developing, implementing and administering budgets.

Ability to:

- Establish and maintain effective working relations with a diverse population that includes corporate and business representatives, board members, developments and brokers, government officials and staff, media, nonprofit groups and organizations, and the general public.
- Develop and implement services that meet the unique and growing needs within a dynamic change environment.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Plan and implement programs and activities that support the city's economic development and place making goals, including the activation of public spaces and other efforts to improve the city's amenities and attractions.	Continuous
2.	Work actively with businesses and promoters to attract jobs, investment, and visitor spending to San Jose. Manage senior-level relationships with businesses, event producers, and sports/entertainment entities to locate organizations and events in San Jose.	Continuous
3.	Leads interdepartmental teams to ensure a 'one voice' unified approach to supporting businesses, events, and organizations that drive economic impact in the city.	Continuous

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4.	May supervise subordinate management, supervisory and professional staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Continuous
5.	Conducts outreach to demonstrate City commitment to the business community and other stakeholders to identify problems and issues and assists them in resolving such issues.	Frequent
6.	Develops new models for service delivery, in order to reduce costs, improve customer service, and advance Council directives.	Continuous
7.	Conduct analysis and evaluations to support Council policy-making and respond to Council directives.	Frequent
8.	Performs outreach and public relations to public to provide information about programs.	Frequent
9.	Plans and implements goals, objectives and guidelines to establish effective program operation policies and procedures.	Frequent
10.	Collaborates and coordinates with other governmental agencies, businesses, and organizations ensuring efficient and appropriate delivery of services and programs.	Frequent
11.	Negotiates and administers contracts and agreements with vendors, agencies and contractors.	As Required
12.	Performs other duties of a similar nature or level.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 4/91, Rev. & Ret. 9/93, Rev. 7/96, Rev. 11/14, Rev. 12/15; s004</i>
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