

**CITY OF SAN JOSE
ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT (U) (1998)**

CLASS PURPOSE

Under administrative direction, performs work of considerable difficulty assisting the Director in planning and managing the activities of the international trade and development, corporate outreach, industrial futures, employment and small business, and marketing programs. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans and directs administrative functions, including long range-strategy formulation and delivery of services.
- Assists in the development of programs and policies on economic development issues; plans and coordinates special projects.
- Assists the Director in planning, developing, coordinating, and directing comprehensive City-wide marketing functions.
- Acts for the Director in public relations and liaison matters; prepares and delivers presentations and participates in conferences and meetings to encourage business location and investments in San Jose.
- Represents the City Manager, Mayor and City Council before various local, state and federal agencies and/or private organizations on behalf of the Director.
- Acts for the Director at Council, commission, committee, professional and public meetings.
- Prepares reports, policy statements, and recommendations for the Mayor, City Council, and City Manager on behalf of the Director and prepares testimony and major speeches for the Mayor and City Council on economic development issues.
- Provides staff support to the Economic Development Board.
- Oversees the management of day-to-day administrative and programmatic activities under the direction of the Director of the Office of Economic Development.
- Provides management and direction of all administrative office functions, including personnel, budget, methods and procedures and procurements.
- Plans, assigns, trains, supervises and evaluates staff and provides guidance to staff on program matters on a day-to-day basis.
- Directs, coordinates and administers the Office of Economic Development in the Director's absence.

Typical End Results: The activities of the international trade and development, corporate outreach, industrial futures, employment and small business programs function effectively to enhance economic development opportunities for the City. The Office of Economic Development operates with effective staffing, budget, and administrative support. Comprehensive and accurate review and analysis of vital and current information and assistance services generated by the Office to ensure overall quality. Competent and proficient communication with the Mayor and City Council, City Manager, commissions and other organizations.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Economic Development coordinates the activities of the international trade and development, corporate outreach, industrial futures, employment and small business, and marketing programs, and monitors achievement of objectives set by the Director. The incumbent assists in the development and evaluation of strategies, programs and policies on economic development issues. This position is directly responsible to the Director of Economic Development.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of current economic development principles, practices and techniques.
- Knowledge of current economic trends in international, national, state, regional, and local economies.
- Knowledge of research and analysis principles and practices as they relate to economic development.
- Knowledge of economics, statistics and graphic presentation of data.
- Knowledge of the principles of personnel administration and budgetary control.
- Knowledge of the principles and practices of organization, management and supervision.
- Ability to formulate and direct comprehensive economic development programs.
- Ability to use automated data processing application to compile and analyze data and present information.
- Ability to plan, coordinate and supervise the work of professional and support employees.
- Ability to interact effectively with government officials and staff, corporate and business representatives, board members, representatives of various groups and organizations, media, and the general public.
- Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledges, Skills and Abilities

- Knowledge of City operating programs and specific budgeting procedures.
- Ability to prepare and defend an annual budget for economic development programs.

Training And Experience

Any combination of training and experience equivalent to two (2) years of graduate coursework from an accredited college or university in urban planning, public administration, business administration, or a closely related field and eight (8) years of increasingly responsible experience in economic development-related field, including at least four (4) years managing professional staff.