

**City of San José**  
**CLASS SPECIFICATION**

**Title: Mayor's Chief Economic Development and Land Use Officer (8050)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Mayor's Office	Mayor	Exempt

**CLASS SUMMARY**

Positions in this classification serve as members of the Mayor's Policy Team to work on policy initiatives, make recommendations, and develop action plans to meet the Mayor's policy objectives. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This classification reports directly to the Mayor and is involved in advising the Mayor on highly complex public policy issues, such as land use or economic development. The Mayor's Chief Economic Development and Land Use Office differs from other City management classifications in that incumbents of the latter are involved in daily operational administrative assignments from the City Manager and are under the City Manager's authority. This classification differs from Mayor's Executive Officer in that the latter has responsibility for management, fiscal, and administrative operations of the Mayor's Office.

Incumbents in these positions may be appointed part-time or full-time, and benefited or unbenefitted. Positions are appointed "at-will" with no property rights to continued employment. Each appointment to this classification is for a specified period to be determined by the Mayor and does not extend past the end of the Mayor's term.

**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**

The minimum qualification requirements include any combination of training and experience that provides the knowledge, skills, and abilities to advise the Mayor on matters of public policy.

**Licenses and Certificates**

Licenses and certificates are based on the needs of the individual position.

**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.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Vision/Strategic Thinking - Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

**Additional Competencies and/or Desirable Qualifications**

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

- Bilingual skills: oral and written proficiency with languages such as Spanish, Vietnamese, Cambodian, Korean, Chinese (Cantonese and/or Mandarin), Tagalog, or other languages as determined by the hiring authority.

<b>DUTY NO.</b>	<b>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:</b>	<b>FREQUENCY*</b>
1.	Directs the monitoring and analyses of significant public policy issues, such as land use and economic development, affecting the City and ensures that the Mayor is briefed appropriately on City policies, programs, and fiscal matters.	Daily/Several Times
2.	Coordinates and confers, on behalf of the Mayor, the implementation of key and critical City operational administrative activities with the City Manager, and maintains effective working relationships with the City Manager's staff.	Daily/Several Times
3.	Directs and supervises the coordination and logistical arrangements for meetings, programs and other civic functions with concerned individuals and parties, and attends City-related meetings and activities, meetings with governmental agencies, private industry and related meetings.	Daily
4.	Supports community engagement efforts to understand community concerns, issues, and priorities for affected parties including neighborhood groups, Council District and City entities, business and development groups, and other interested parties; exerts political skill in coordinating between various stakeholders and ensuring a consistent message in all communications.	Daily

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DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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:	FREQUENCY*
5.	Drafts routine to complex correspondence, memoranda, and reports which articulate the Mayor's policy initiatives; prepare materials, memos, policy-specific research, and other documents for review by the Mayor.	Daily
7.	Develops and maintains positive working relationships with City Council offices, City Manager's Office, and City Departments.	As Required
8.	Develops and maintains positive working relationships with the business and development community and neighborhood associations.	As Required
9.	Advises the Mayor in leveraging partnerships, collaborating with internal City entities, and understanding community needs.	As Required
10.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers and the public.

**CLASSIFICATION HISTORY** *Created 01/19; s0000*