

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under the direction, the incumbent in this position oversees the City's economic development efforts and is responsible for economic development including but not limited to, business retention, expansion and attraction programs, financial incentives, property acquisition assistance, disposition assistance, management and relocation.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

- Manages and coordinates the planning and implementation of the Economic Development Work Programs including business attraction, retention, job creation, business assistance, marketing and related functions.
- Communicates and coordinates with real estate professionals interested in establishing businesses in Inglewood.
- Assists in the development of strategies for implementation of economic and real property activities, schedules and guidelines, including, but not limited to, property acquisition and disposition assistance, and developer selection and negotiations.
- Assists with negotiations related to purchase, lease or voluntary transfer of property and easements, clearing of title and processing of claims for damage.
- Reviews analysis, documents and reports prepared by consultants and staff to assure accuracy, completeness and appropriateness.
- Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action.
- Monitors economic development expenditures ensuring programs are kept within established limits.
- Attends the various commission and City Council meetings and may act as a staff resource to various sub-committees and City staff.
- Prepares or arranges for preparation of documents related to economic development transactions including, but not limited to, easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, reconveyances and agreements.
- Monitors contracts and agreements relating to economic development or property management activities which involve payments or financial calculations.
- Analyzes economic data and prepares long-term business and financial forecasts in coordination with other City employees.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

- Knowledge of relevant federal and state laws, regulations, and procedures concerning redevelopment, economic development, real estate and real property, principles, practice and methods of economic development and real property management, principles, practices and methods of public administration including budgeting and purchasing, financial procedures and regulations pertaining to real estate, loan management, and property improvements, title report preparation and real estate acquisition and relocation procedures, and of municipal zoning regulations and development review procedures.
- Skilled in reading, understanding, interpreting and applying legal, technical, and complex development regulations, reading, understanding and writing basic legal descriptions of properties, understanding and interpreting instruments of real property conveyances, management, leasing and licenses, title services and escrow closing procedures, preparing reports, correspondence and agreements, and in applying policies and procedures and State and Federal laws to related to acquisition, disposition, management and relocation and in interacting professionally and maintaining effective working relationships with fellow employees, the public, and contractors.
- Ability to communicate effectively in both verbal and written form, to gather and analyze economic data to develop sound proposals, AND to perform duties with little or no immediate supervision.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is frequently performed in an indoor environment. Work may require frequent standing, walking, climbing, bending and lifting up to 50 pounds.

QUALIFICATIONS

Bachelor's degree from a four-year accredited college or university in Business Administration, Marketing, Planning or closely related field, **AND** four (4) years of progressively responsible professional experience in Economic Development **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.