



CITY OF CALEXICO

CLASS TITLE: DIRECTOR-COMMUNITY & ECONOMIC DEVELOPMENT

SALARY: \$9,309 - \$11,315

RANGER: G-68

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize, control, direct and implement program development, operations and financial record-keeping for community and economic development projects; participate in public relations, marketing and promotional activities to stimulate growth, wealth creation and business development in the City; oversee the City's Housing Program; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assume full management responsibilities of all Community and Economic Development services, programs and activities including operations and financial record-keeping for community and economic development projects; participate in public relations, marketing and promotional activities to stimulate growth, wealth creation and business development in the City; oversee the City's Housing Program; supervise and evaluate the performance of assigned personnel

Plan, organize, coordinate and control the activities, services and operations of the department; allocate personnel and resources to optimize departmental efficiency and effectiveness.

Research, plan and prepare applications for State and federal grants concerning community and economic development and housing; draft contracts and agreements with subcontractors for services.

Analyze, interpret and apply regulations, requirements and restrictions regarding State and Federal grant programs; determine impact and applicability of legislation.

Plan, develop and monitor program and departmental budgets; develop fiscal and performance controls for grant agreements.

Administer agreements and contracts to assure compliance with budgetary and performance requirements; assure adherence to fair employment practices and labor law by subcontractors.

Plan and participate in public relations, outreach and promotional activities to stimulate growth and development in the City; disseminate information regarding City programs to attract new business and industry, financing, job training and available suppliers.

Train, supervise and evaluate the performance of assigned personnel; interview and select staff;

counsel, discipline and terminate employees according to established City policies.

Attend a variety of meetings, public hearings and conferences related to Community and economic development; represent the City and make oral presentations as requested.

Administer Federal and State housing grants and programs; follow-up on loans made to homeowners regarding late payments, deferred loans, quarterly statements and reports. Conduct annual long-term monitoring audits of city assisted housing developments and prepare reports as required by State and Federal programs.

Provide technical expertise and assistance to departmental staff, City Council, potential subcontractors and other agencies concerning community economic development projects. Disseminate City demographic information; research and compare current Census data with statistics from prior years.

Prepare needs assessment, financial analysis and feasibility studies on current and potential projects; coordinate financial arrangements with private lending institutions; assist non-profit agencies and the general public in seeking funding for specific housing needs.

Prepare, maintain and distribute records, reports and statistics to funding agencies as required; review and approve bills, claims, requisitions, deposit permits and other documents.

Develop and maintain a pool of eligible construction contractors for various projects; coordinate construction activities with engineers and architects; prepare and distribute promotional materials to prospective developers.

Prepare and update City policies related to community and economic development.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State, Federal and local agencies involved in community and economic development programs and projects.

Preparation of grant applications, status reports and program guidelines.

Financing mechanisms concerning industrial development including bond financing and bank leveraging agreements.

Public relations skills.

Budget preparation and control.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Public speaking techniques.

Record-keeping techniques.

Research methods and report writing techniques.

Policies and objectives of assigned program and activities.
City organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

ABILITY TO:

Prepare and administer State and Federal grants concerning community and economic development and housing.
Establish budget controls and assure compliance with sound fiscal management policies, analyze, interpret and assure compliance with State and federal regulations, legislation, requirements and restrictions.
Conduct community outreach and make promotional presentations related to community economic development.
Administer grants including reporting requirements, collection activities, budgetary and fiscal issues and making inspections to assure compliance with grant specifications.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Compile and verify data and prepare reports.
Train, supervise and evaluate personnel.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

1. Training: equivalent to a bachelor's degree from an accredited college or university with major course work in Urban Planning, Public Administration, Business Administration, Economic Development or closely related field;
2. Experience: Five years of increasingly responsible experience in state/federal housing grant programs and economic development management, including two years in a supervisory capacity;
3. Licenses or Certificates: Possession of a valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone and make presentations.