

CITY OF GLENDALE

TITLE: Community and Economic Development CLASS CODE: 529
Executive Director

REPORTS TO: City Manager GRADE: 56

DEPARTMENT: Community and Economic FLSA: E
Development

JOB DESCRIPTION DATE: ~~August 14~~July 27, 2012 lb

JOB SUMMARY

The incumbent in this class is responsible for the executive leadership, direction, and management of the Economic Development, Planning and Building Safety functions in the City.

ESSENTIAL FUNCTIONS

1. Directs the research, planning, and implementation efforts designed to achieve the community and economic development objectives as set forth by the City Council and City Manager.
2. Directs the formulations of community and economic development policies and their implementation.
3. Participates in and oversees staff responsible for preparation, implementation, monitoring, enforcement and administration of long range development/ redevelopment plans, dispositions and development agreements and city ordinances pertaining to community and economic development.
4. Meets with internal staff and others including, but not limited to developers, architects, bankers, business owners, and landlords to develop new programs or change existing policies to attract and retain new and expanding business.
5. Serves as city representative in regional business activities and meetings.
6. Briefs the City Council, City Manager, and members of the management team to review or recommend courses of action on community and economic development. Negotiates incentive, development and consulting agreements with tenants, owners, architects, contractors, developers, employers and others.
7. Serves as arbitrator/mediator between staff and private sector interests such as employers and developers to ensure equity and avoid costly delays.
8. Directs the preparation and administration of the annual Chamber of Commerce contract with the City for community and economic development activities.
9. Formulates agendas and provides staff support to the Municipal Property Corporation; provides policy interpretations and staff support to the Industrial Development Authority.
10. Makes presentations to City Council, management team and the public regarding community and economic development programs, issues, policies, initiatives, incentives and development agreements.
11. Makes presentations to businesses seeking to relocate or expand in the city.
12. Responds to media, citizen, and business inquiries and complaints.
13. Participates in and oversees staff responsible for preparation of grant applications and comprehensive technical, feasibility and administrative reports and studies.
14. Assigns and reviews the work of subordinates and evaluates their performance.
15. Prepares, presents and administers the departmental budget in accordance with program goals and objectives.
16. Provides quality customer service; ensures that departmental staff and programs provide quality customer service.
17. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Public administration theories, principles, and practices
- State development laws
- Redevelopment and economic development financing
- The principles and practices of urban economic, redevelopment and downtown development including administration and management
- The principles and practice of neighborhood planning and citizen participation in the planning process
- Real estate and site selection principles and practices
- Marketing techniques and economic development incentives
- Past, present and future micro and macro growing trends of Glendale
- Laws, ordinances, regulations and policies of various government agencies
- Research techniques, methods and procedures
- Customer service practices
- City ordinances and regulations

Ability to:

- Plan, organize and direct strategic activities related to community development exercise initiative and independent judgment
- Negotiate and perform cost/benefit analyses
- Apply modern management techniques
- Establish and maintain effective working relationships with private sector investors and mediate differences between city staff, developers, businesses and various citizens groups
- Exercise judgment in the selection of publicly funded programs and in balancing public and private financial resources
- Formulate solutions to complex problems, issues by analyzing and interpreting complex research findings
- Market the city to prospective businesses and industries
- Coordinate and mediate efforts of both public and private agencies and committees involved in the economic and downtown development projects
- Communicate effectively verbally and in writing, even in a hostile environment
- Effectively evaluate, train and develop employees
- Develop and manage budgets
- Direct consultants

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's degree in economics, planning, business, marketing, public administration or a related field and five years of management experience in urban economic development, planning or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.