

City of Alameda

CALIFORNIA

Is pleased to announce an exciting opportunity to make a difference in the economic vitality of Alameda as the...

Economic Development Manager

\$119,936 - \$145,784 Annually



Be a part of this vibrant Bay Area island community!

THE COMMUNITY

The City of Alameda, California is a unique island community of approximately 76,000 residents in the San Francisco Bay Area. It is connected to the East Bay mainland by four bridges, two underwater tubes, and by ferry services to San Francisco; it is within minutes of all the cultural activities in San Francisco, Oakland and Berkeley.

Alameda is a historic city with a small-town atmosphere and enjoys a diverse mix of housing, neighborhoods, office, industrial, retail businesses and pedestrian friendly shopping areas. With emphasis placed on historic preservation and quality design, charming Victorian homes grace shade tree-lined streets covering the island's 10.61 square miles. It is an architecturally and historically rich community with over 10,000 buildings constructed prior to 1930. According to Money Magazine, Alameda compares favorably to the "best places to live" in America.



The City is committed to retaining local businesses and attracting quality jobs to the area, particularly in life sciences, food manufacturing, and green and clean-tech industries. Businesses such as Peet's Coffee roasting facility, Abbott Diabetes, Oakland Raiders, and VF Outdoor are located in Alameda. Alameda is also home to the College of Alameda, part of the Peralta Community College District, and is located in close proximity to the University of California, Berkeley, and California State University, East Bay. The City offers businesses many advantages including affordable clean and renewable energy from Alameda Municipal Power (a Department of the City); available land in entitled business parks, proximity to three major international airports, a skilled and educated workforce, a business-oriented local government, and all of the benefits of the Bay Area without the inconveniences of a major metropolitan city.

Alameda has a reputation as a friendly and sophisticated island community with great schools, family-friendly beaches, a successful historic movie theater, retail stores, ample recreational opportunities, and abundant parks and playgrounds. It is also a city that comes together to support its commercial job-generating uses by streamlining approval processes, supporting and engaging with its three business associations, and removing obstacles to doing business, when possible. Because of its proximity to San Francisco and other cities around the Bay, Alameda has become attractive to many businesses with progressive corporate philosophies, including those that value clean energy, green building standards, and other social and environmental causes.

THE ORGANIZATION

Alameda was incorporated in 1854 and became a charter city in 1916 with a Council-Manager form of government. The five-member Mayor/Council serves four-year terms, staggered at even numbered years. The Council directly hires the City Manager, City Attorney and City Clerk. The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection; construction and maintenance of streets, storm drains and other infrastructure; a state-of-the-art library system; and over 400 acres of recreational facilities including multi-use athletic



fields, picnic sites, a skate park, swim center, and a full service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses. Additionally, the City will be moving into an exciting new phase of development at Alameda Point on the northwestern edge of the City.

The City's total expenditure budgets (excluding transfers) for FY 15-16 and 16-17 are \$188 million and \$174 million respectively, of which 39% and 43% respectively represent the General Fund, the City's main source of unrestricted funds. These budgets fund approximately 500 full-time equivalent employees for both fiscal years. To learn more about the City of Alameda, please visit www.alamedaca.gov.

THE POSITION

The Economic Development Manager is a key player leading the City's economic revitalization efforts. With increasing signs of economic recovery, the City's focus remains on enhancing its sales tax and employment base in concert with spearheading city-wide economic development efforts strongly supported by the Mayor and City Council. The Economic Development Manager is supported by professional and administrative staff and together these positions comprise the Economic Development Division of the Community Development Department which also includes the Building/Safety and Planning Divisions.

As the face of the Economic Development Division, the Manager will work on new and exciting initiatives funded in the two-year budget including:

- Establishing a Mayor's Economic Development Advisory Panel;
- Preparing an economic development strategy and a citywide branding campaign;
- Supporting the expansion of economic development initiatives and activities at Alameda Point;
- Establishing a commercial façade renovation program; and
- Building the City's sales and property tax base through workforce and business retention, expansion, and attraction.

THE IDEAL CANDIDATE

The ideal candidate will possess outstanding interpersonal skills and the proven ability to interact and relate to a wide array of stakeholders, including ad hoc committees and the Mayor's proposed Economic Development Advisory Panel. As an advocate for business within the City organization, the Economic Development Manager will serve as the "go-to person" to enhance coordination and information sharing among businesses and business associations. The successful incumbent will serve as the City's liaison to the West Alameda Business Association, Park Street Business Association, Greater Alameda Business Association, and the Chamber of Commerce, and will also serve as the City's representative at conferences and other forums.

The City is seeking a candidate who is dynamic, energetic, and a flexible self-starter and team player. The individual selected will possess strong verbal presentation skills, an ability to establish credibility and engage others, and an enthusiasm for the economic development opportunities that exist in Alameda. In addition, the Economic Development Manager will be comfortable with a fast-paced work environment, have patience with transitions and changing conditions, be creative when faced with complexity, be open to public participation, and be respectful of the unique character of the community.



EMPLOYMENT STANDARDS

A combination of education and experience necessary to prove the required knowledge and abilities for the position is required. A typical way to obtain the knowledge and abilities would be:

1. Graduation from an accredited four-year college or university with major course work in business or public administration, urban or regional planning, real estate development or economics. Possession of a related Master's degree is desirable.
2. Seven years of California economic development or real estate development experience including experience in public sector investment, or complex real estate transaction processes.
3. May require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.



THE COMPENSATION & BENEFITS

Salary: \$119,936 - \$145,784 Annually

Work Schedule: Four day, 36-hour work week

Application Deadline: Monday, September 21, 2015 at 5:00 pm

Benefits Include:

Retirement Program – Per AB340, PERS 2% @ 55 plan for applicants currently employed by a PERS agency, or PERS 2% @ 62 plan for applicants not employed by a PERS agency. Employee pays 7% as pre-tax contribution and also 1.868% as pre-tax City contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.

Flexible Benefits Plan – Pre-tax monthly allowance up to \$1,860.22 is provided by the City for PERS health; depending upon health plan and number insured; dental and life insurance are provided by the City.

Vacation – Two weeks, increasing according to length of service time up to a max of 25 days.

Holidays – 10 observed plus 3.5 floating holidays.

Sick Leave – 12 days per year. Unused sick leave may be converted to PERS service credit upon retirement.

Long-Term Disability – The City provides LTD insurance.

Optional Benefits – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life and a 457 deferred compensation plan.



THE APPLICATION AND SELECTION PROCESS

PART I: Will include a review of all applications to identify those applicants who meet the minimum requirements for acceptance into the exam. Resumes will not be accepted in lieu of completed City application forms.

PART II: Will include an evaluation of those applications and Supplemental Questionnaires to select those best qualified to continue in the exam. **FAILURE TO SUBMIT SUPPLEMENTAL QUESTIONNAIRE WILL REMOVE AN APPLICANT FROM CONSIDERATION.**

PART III: Will include an Application & Supplemental Questionnaire Evaluation or a Job Related Qualifications Appraisal Interview which may include an assessment exercise (weighted 100%). A comprehensive review of each candidate's technical knowledge and overall suitability for the position will be conducted. Candidates receiving a score of 70% or more will have their names placed on an Eligible List. The five (5) names highest on the list shall be certified to the department. Placement on an Eligible List does not guarantee employment. Tie scores will be broken by giving priority to the candidate based on the earliest application date. Prior to appointment, a thorough reference check will be conducted and may include a credit check. Final selection will be made from the Eligible List by the Department Head. **Federal law requires that, prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, such as driver's license, original Social Security card, US passport, or appropriate INS forms, etc.**

APPLICATIONS

1. Apply ONLINE at <http://alamedaca.gov/human-resources/job-opportunities> or
2. Apply IN-PERSON at the City of Alameda Human Resources Department (Monday-Thursday, 8 a.m.-6 p.m.) at 2263 Santa Clara Avenue, Room 290, Alameda, CA 94501.

Applications and completed Supplemental Questionnaires must be filed no later than 5 p.m. on the last date to apply. No photocopies or facsimiles are accepted. It is the applicant's responsibility to allow adequate delivery time. Resumes will not be accepted in lieu of a completed City Application.

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.