

JOB TITLE

Economic Development Manager (MM)

JOB CODE

02690

DEPARTMENT

Community Development

TITLE OF IMMEDIATE SUPERVISOR

Executive Director,
Community Development

JOB SUMMARY

Administers and supervises the development and implementation of programming to encourage economic growth and job generation in Santa Ana.

DESCRIPTION

Administers the development and implementation of business outreach programs including business/retention/attraction.

Administers the creation and maintenance of an economic development database for the community.

Directs the design, implementation and servicing of incentive loan and rebate programs for commercial and industrial concerns in the City.

Serves as Executive Director of the Economic Development Corporation (EDC). Provides staff support for EDC Committees namely, the Loan, Rebate, Executive, Marketing, Tenant Oversight and AD-Hoc Committees.

Supervises and implements all Federal Workforce Development Programs. Serves as Executive Director of Santa Ana Workforce Investment Board, which administers in-house programs and contract program providers to assure services are provided to clients in accordance with State and Federal regulations.

Directs the administration and development of Santa Ana Foreign Trade Zone, prepares and administers Federal and State grants and administers the operation of the Business Enterprise Center.

Acts as liaison with the business community, other Economic Development Agencies and professional organizations to develop linkages to further economic development programs.

Supervises staff of the Economic Development Division.

Establishes Division budget, goals and objectives, incorporating Total Quality Service principles into division procedures and practices.

Performs other functions as assigned.

MINIMUM OR DESIRED QUALIFICATIONS

Three years experience in a responsible administrative and supervisory capacity in economic development or similar work. Graduation from an accredited college or university with specialization in economics, business or public administration, may be used in combination with experience and training, which provides the following knowledge and abilities.

Knowledge of: principles and practices of public administration; organization, management and administration as applied to an Economic Development Corporation; requirements of the Small Business Administration (SBA); Business and Loan Guarantee Program and Certified Development Company Loan Program; Economic Development Administration (EDA) grants, loans and loan guarantees; Federal and State technical assistance grant programs; Workforce Investment Act, Empowerment Zone, and commercial and industrial rehabilitation.

Ability to: develop comprehensive programs, reports and presentations and explain them effectively to Corporation members, public officials, governmental agencies, business and civic organizations and the general public.

Class title established per Council Resolution No. 86-83,
effective 8-18-86

Class Specification Reviewed: 5/94; 09/03

ADA Approved: 5/94; 09/03