



City of Fairfield – Senior Economic Development Project Manager

SALARY: \$99,299.20 - \$120,702.40 Annually

OPENING DATE: 04/09/18

CLOSING DATE: 05/11/18 5:00 PM

DESCRIPTION:

Conduct a wide variety of highly complex, economic development activities relating to commercial business recruitment, retention and expansion, and redevelopment and revitalization of existing commercial areas throughout the City of Fairfield.

This position is represented by Fairfield General Management Association (FGMA) and offers excellent benefits, including:

Scheduled salary increases of 4% in the first full pay periods of July 2018, July 2019, and July 2020.

Generous contributions to medical, dental and vision plans.

In addition to vacation and sick leave accruals, 144.86 hours of personal leave annually, which is 100% cashable.

A 9/80 work schedule with the 1st and 3rd Fridays off each month

THE CITY:

Fairfield, the heart of Solano County, is a growing community located halfway between San Francisco and Sacramento and close to Napa and Sonoma. It is bordered by farms and vineyards. With 24 parks, numerous bike trails and 2 golf courses, Fairfield is a great family community with 115,000 residents. It is home to many businesses including Jelly Belly, Anheuser-Busch, Just Deserts, a 1.0M sq. ft. regional shopping center, a large auto center, and Travis Air Force Base. The city's well-developed infrastructure and business-friendly attitude provide the foundation for strong growth and an enhanced quality of life.

TENTATIVE INTERVIEW DATE: MAY 23, 2018

THE POSITION:

- Position provides a senior level opportunity to manage and oversee the City of Fairfield's efforts for the implementation of the Heart of Fairfield Specific Plan and the



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continued recruitment and expansion and purposeful engagement with the private sector in the redevelopment and revitalization of existing commercial areas throughout the city.

- Perform highly responsible and independent, technical and administrative duties to support the implementation of the adopted Heart of Fairfield Plan that will shape a vibrant city center through the revitalization and transformation of the Downtown and West Texas Street areas.
- Lead the transformation of the Downtown and West Texas Street areas through successful attraction of new downtown residential, commercial and mixed use development as well as redevelopment of properties and businesses.

WORKING CONDITIONS:

Work is performed in an office setting with frequent interruptions, deadlines, complaints, and peak workload periods. Work may also include going out into the field for meetings and site evaluations. Position sometimes requires working nights and weekends.

PHYSICAL DEMANDS:

Work may include prolonged sitting and standing, light to moderate lifting, reaching, stooping, pulling, and manual dexterity. Clear, understandable speech, visual and hearing acuity are also necessary.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey level class within the professional Economic Development Project Manager series. This class is distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, amount of time spent performing the duties and the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to these classes within this series, including financial analysis and administration, and overall program management. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Economic Development Manager. May exercise direct supervision over professional, technical, and administrative support personnel as assigned.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree with major work in business administration, economics, planning, finance, or closely related field is required. A Master's Degree may be substituted for



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one year of the required experience.

- A minimum of five (5) years of responsible experience in the area of economic development, financing, redevelopment, real estate, or affordable housing are required.
- Downtown redevelopment experience is highly desirable.

REQUIRED LICENSES AND/OR CERTIFICATES:

- Possession of a valid California Class C driver's license is required.
- Possession of a California Real Estate License is preferred.
- Current status as Certified Economic Development professional from the International Economic Development Council is preferred.

Certification as a Project Management Professional (PMP) is preferred.

EXAMPLES OF DUTIES:

The duties of this position may include, but are not limited to the following:

Assist with development and implementation of economic development goals, objectives, policies, and the division budget.

Assist in executing the City's economic development strategy and implementation plan related to business recruitment, business retention and expansion, and image awareness.

Perform commercial business recruitment activities, including cold calling industrial, office, or retail users and communicating the City's attributes in an effective way.

Perform targeted business attraction efforts for City and Successor Agency, and Housing Authority owned real estate and assist in the disposition of real property.

Perform special studies, including market and financial feasibility studies of commercial and residential projects.

Respond to inquiries concerning industrial and commercial development opportunities.

Identify potential sites, analyze and prepare pro formas, and assist in the negotiation of public real estate and affordable housing projects.

Manage contracts and programs.

Assist businesses in the site location process.

Plan new programs and projects to capitalize on development and funding opportunities.



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Administer small business revolving loan fund programs, including analysis and underwriting of loan applications for credit worthiness and risk.

Act as liaison to non-profit organizations such as Small Business Development Center, Solano Economic Development Corporation and merchant associations.

Supervise Economic Development staff in various program areas.

Other related duties as assigned.

KNOWLEDGE & ABILITIES:

Knowledge of:

Principles and practices of redevelopment and economic development.

Principles and practices of public and private real estate development.

Private and public financing sources and requirements.

Loan underwriting.

Ability to:

Evaluate market studies and project pro formas.

Work effectively in a team-oriented environment.

Prepare detailed studies with recommendations.

Interact successfully with a wide variety of groups.

Communicate effectively both orally and in writing.

Manage a variety of work assignments concurrently and with minimal direction

Follow written and oral directions.

Supervise less-experienced staff.

THE SELECTION PROCESS:

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the



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examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination. This position requires a local records check, and response to a medical questionnaire prior to appointment. A pre-employment medical exam may also be required.

Applications may be filed online at:
#2018-00024

Job

<http://www.fairfield.ca.gov/>
MANAGER

SENIOR ECONOMIC DEVELOPMENT PROJECT

OUR OFFICE IS LOCATED AT:

1000 Webster Street

Fairfield, CA 94533

707-428-7394

An Equal Opportunity Employer