



**Department:** City Manager  
**Prepared By:** Jessaca Lugo

**FLSA Status:** Exempt  
**Prepared Date:** April 2016

**JOB TITLE: Community and Economic Development Manager**

**SUMMARY:**

This position is responsible for managing the City of Shasta Lake's Economic Development, Affordable Housing, Grant Administration, and various Community Development Programs and Projects. This position is combined of both Community and Economic Development duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES LISTED BY PRIORITY/FREQUENCY:**

**Economic Development**

Economic Development is the creation of wealth in which community benefits are realized. It is more than a jobs program, it's an investment in growing the local economy and enhancing the quality of life for all residents. The Economic Development Manager will work with the leadership team to deliver exceptional customer service to recruit, expand, and retain all businesses.

- Work closely with City Manager, City Staff, and Shasta Economic Development Corporation (EDC) on business recruitment efforts. Provide documentation and resources to potential business partners.
- Respond to business inquiries.
- Assist businesses with expansion and relocation needs.
- Research companies and contacts prior to business meetings.
- Update team progress and activity reports.
- Work with economic development leadership team to advance existing programs, including:
  - Establish strong working relationships with key partners in the community.
  - Provide programmatic support for existing businesses and potential clients.
  - Schedule in-person meeting with existing companies and potential companies.
- Work with property owners (commercial and industrial) on future plans for property, develop a database to match those property owners with suitable businesses.
- Network with regional partners, including neighboring Cities, County, State of California Go Biz, CalED, etc.



### **Housing Programs and Projects**

The City of Shasta Lake Housing Authority is committed to providing affordable housing and sustainable neighborhoods for its residents. This department will continue to work with the public on the variety of housing needs for our growing city.

- Administers City's Affordable Housing programs, including eligibility determination, loan processing, coordination for and oversight of affordable housing programs and projects
- Oversee and administer loan portfolio management for all housing loans.
- Manage the Affordable Housing property inventory and solicit possible affordable housing development projects.
- Work with Planning and Development Services department to foster the development of Affordable Housing Projects, not limited to Senior, Multi Family, Transitional, Veterans, and housing projects.
- Work closely with the State of California Housing and Community Development on regulatory requirement and changes. Solicit policy input to ensure program funds are accessible to the City of Shasta Lake.
- Effectively manages, oversees, and ensures compliance with awarded grant project/program for both fiscal and programmatic issues. This includes staying current regarding applicable federal, state and local laws, rules and regulations.

### **Grant Administration**

Responsible for funding research, grant or appropriation applications, management, and implementation of programs and/or projects that focus on reducing blight, and physical, social, and economic liabilities for the interest of health, safety, and general welfare of families of low and moderate income.

- Performs research for grants, government appropriations, gifts, loans, and programs relative to housing and related issues for families of low and moderate income.
- Gathers information relative to funding opportunities and their applicability to City needs for review by City Management.
- Prepares, writes and submits program/project grant applications that benefit low and moderate-income families.
- Effectively manages, oversees, and ensures compliance with awarded grant project/program for both fiscal and programmatic issues. This includes staying current regarding applicable federal, state and local laws, rules and regulations.
- Provides technical assistance to City Council, City Manager and city departments relative to programs and projects that involve grant funding.
- Monitors grants that the City provides to non-profit organizations.
- Participates in annual audit for grant related activities.
- Participates in budget preparation on approved and funded grants.



### **Other Duties:**

- Manages special projects for the City
- Coordinate with consultant(s) on State of the City presentation
- Oversees the Labor Standards Coordinator for all City projects; monitoring and documenting EEO/Affirmative Action, Prevailing Wage compliance and other regulations.
- Prepares press releases.
- Give public presentations to large groups, small gatherings, media, government agencies, and nonprofit organizations.
- City website management.
- Performs related duties as assigned.

### **OTHER JOB EXPECTATIONS:**

- Consistently meets agreed upon or assigned tasks and/or project deadlines.
- Demonstrate accuracy, attention to detail, and effectiveness in completion of work.
- Maintains appropriate level of written and verbal communication skills necessary to perform the job and be effective/productive with employees, supervisors, and the public.
- Adheres to the rules and regulations to ensure safety standards are met.

### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicate effectively, both orally and in writing.
- Work independently without close supervision.
- Prepare clear and comprehensive reports.
- Prioritize and schedule work to ensure compliance deadlines.
- Operate personal computers, related peripherals, and software such as: Microsoft Word, Excel, Internet Explorer, and PowerPoint.
- Ability to design effective PowerPoint presentations.
- Understanding issues relating to blight, housing needs, loan documentation, and fiscal oversight on grant/loan programs/projects.
- Understand issues relating to public works and municipal infrastructure.
- Ability to work with media, nonprofit organizations, and government agencies.
- Ability to effectively deliver written and oral communications and presentations.
- Ability to organize and prioritize daily tasks.
- Self-motivated, customer service driven, highly collaborative, and teamwork focused.



- Research principles and processes
- Practices, procedures and techniques in preparing and submitting grant requests
- Bachelor's Degree, desirable, in the related field of Business Administration or certificate in Economic Development.
- Two to three years of community economic development experience

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Programs/projects relating to municipal facilities/infrastructure
- Loan documents, basic accounting techniques, construction knowledge, project management, and extensive file management.
- OMB Circular A-87, Cost Principals for State, Local and Indian Tribal Governments.
- Knowledge of sales and marketing techniques.
- Experience with computer research, report writing, program/project management on issues relating to business development, housing, and public infrastructure (water, sewer, public works) operations.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Valid California driver's license.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**

- Sitting, standing, walking, climbing, grasping, lifting, manual dexterity, clear speech, clear hearing, clear seeing and driving. Ability to occasionally lift/move 25 pounds.
- High pressure in assisting public, staff, and elected officials. Ability to interpret and explain actions to the public and City staff/elected officials.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT:**

- Generally indoors in a temperature controlled office.
- Noise level is usually moderate.
- Verbal, face-to-face contact, email, and telephone.
- Required to attend evening meetings.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.