

**CITY OF HUNTINGTON BEACH**  
**CLASS SPECIFICATION**



**TITLE: ECONOMIC DEVELOPMENT PROJECT MANAGER — DATE: APRIL, 2000**

**PERSONNEL COMMISSION APPROVAL: (Revised)**  
**COUNCIL APPROVAL: APRIL, 2000**

**JOB CODE: 0039**  
**EMPLOYMENT STATUS: REGULAR FULL-TIME**  
**UNIT REPRESENTATION: MEO**  
**FLSA STATUS: EXEMPT**  
**EEOC CODE: PROFESSIONALS**

**DUTIESJOB SUMMARY**

Under general direction, develops and implements strategies and~~Manages, supervises, and coordinates the activities and operations of assigned Economic Development program such as the Redevelopment orfor B~~business Development programs attraction and retention, local economic development, and regulatory efficiency. leading to business expansion, real estate development, and creation of jobs within the City; coordinates assigned activities with other programs, departments, Interfaces with the downtown business improvement district, the destination marketing organization, the Chamber of Commerce, representatives, developers, brokers, and outside agencies, City departments, and elected officials to implement the City's economic development strategy from concept to completion. Additional functions may include managing a portion of the City's real property portfolio to maximize economic value and community benefit, managing assets and obligations of the City's former Redevelopment Agency, and performing ; and oversees and participates in the performance of a wide variety of related~~sponsible~~ professional level administrative and analytical duties.

**SUPERVISION RECEIVED AND EXERCISED:**

Reports to: Economic Development Manager  
Supervises: Administrative support, clerical and/or part-time staff

**DISTINGUISHING CHARACTERISTICS**

Economic Development Project Manager differs from the Economic Development Manager in that the manager exercises managerial authority over the division while the project manager is responsible for programs, projects, and staff as assigned by the manager.

**EXAMPLES OF ESSENTIAL DUTIES**

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- ~~Assumes management responsibility for services and activities of assigned programs areas within the City's Economic Development Division Agency which includes creating and implementing business attraction, retention, and expansion strategies such as those associated with the Redevelopment or Business Development program;~~
- ~~Organizes, coordinates, and/or manages assigned projects or programs in coordination with activities with and serves as liaison to and representative of assigned programmatic areas with other programs, departments and outside agencies, including the Huntington Beach Downtown Business Improvement District, Visit Huntington Beach and Chamber of Commerce business community representatives, developers, and outside agencies and organizations;~~
- ~~Collects, compiles, and analyzes economic and demographic data using research and real estate gathering tools and responds to broker, developer, and site selection requests including conducting research on business inquiries~~
- ~~Engages and communicates on a regular basis with key stakeholders in the business community, developers, brokers, and outside agencies and organizations~~
- ~~Provides direct assistance to businesses, coordinates business visits and conducts outreach establishes and maintains communication with individuals, groups, and organizations, and individuals within an assigned project area to ensure secure maximum citizen participation into the planning and execution of economic development activities;~~
- ~~Assists with the real estate acquisition and disposal, property management, and lease activities of the City, as well as coordinates, reviews, and evaluates work of third-party contractors, including appraisers, market analysis and title companies negotiates and resolves sensitive and controversial issues; oversees, manages, and participates in the development and implementation of goals, objectives, and priorities for assigned programs; recommends, implements, and administers policies and procedures; plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities and projects; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems; selects, trains, motivates, and evaluates assigned person oversees and participates in the development and administration of the assigned budgets; forecasts funds needed for staffing, equipment, materials, supplies, programs, and financial obligations; monitors and approves expenditures; recommends and implements adjustments;~~
- ~~sServes as staff on a variety of boards, commissions, and committees, including the Economic Development Committee; prepares and presents staff reports and~~

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other necessary correspondence; ~~prepares and presents City Council/Agency staff reports for assigned programs and/or projects;~~

- ~~o~~ Oversees and participates in the performance of responsible, professional level research, administrative, and analytical support duties of above average difficulty including in the areas of research, project analysis, audit and monitoring, financial analysis, and general administrative functions; prepares a variety of analytical and statistical reports including the preparation of conclusions and forecasts based on data summaries and other findings;
- ~~n~~ Negotiates, analyzes, implements, and monitors various agreements; ~~conducts complex negotiations leading to an OPA/DDA; manages redevelopment plan adoptions and amendments including formation of Project Area Committees;~~ oversees and manages contracted services in assigned program areas;
- ~~p~~ Prepares requests for proposal; recommends contract award; monitors services to ensure compliance with contractual obligations;
- Attends and participates in professional group meetings; stays abreast of state and federal legislation and innovations relating to economic development
- Use a computer, accessories, software applications and other modern office machines and equipment to perform job-related tasks
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required
- Maintains a regular and consistent attendance record
- Travels to offsite locations within and outside the City
- ~~p~~ Performs related duties and responsibilities as required.

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS:**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- ~~Operational characteristics, services, and activities of local government~~ Principles, procedures, and processes of economic development programs, including methodology and objectives ~~in-depth knowledge of the operational characteristics,~~

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- ~~Current principles and practices of business retention and attraction program development and administration services, and activities of the program to which assigned;~~
- ~~Advanced methods and techniques of research, analysis, and statistical and analytical report preparation, including online tools for research, data gathering, and reporting, such as CoStar, Esri, and Placer~~
- ~~Trends impacting commercial real estate and economic industries~~
- ~~Management of leases and development of property for public purposes~~
- ~~pPrinciples and practices of government land use planning; principles of land economics; and various financing programs available for economic development programs;~~
- ~~City departments/divisions including Planning, Building, Housing, Engineering, and City Manager's Office, particularly as their operations may related to the program or project assigned~~
- ~~Business associations, economic development organizations, chambers of commerce, and economic development assistance programs of local, state, and federal agencies~~
- ~~concerns and interests of local community, businesses, and other public agencies; real estate principles; marketing analyses; basic business law and contract development principles; pPrinciples and practices of program development and administration; principles and practices of municipal budget preparation and administration;~~
- ~~pPrinciples of supervision, training, and performance evaluation; advanced principles and practices of public administration; operations, services, and functions of municipal government; advanced methods and techniques of research, analysis, and statistical and analytical report preparation;~~
- ~~English usage, spelling, grammar, and punctuation; modern office procedures and methods including computer equipment and supporting word processing and spreadsheet applications; pertinent Federal, State, and local codes, laws, and regulations.~~

**Ability to:**

- ~~Oversee and participate in the development and management of assigned economic development programs and projects; oversee, direct, and coordinate the work of assigned staff; select, supervise, train, and evaluate staff;~~
- ~~Conduct economic development-related research and analysis; compose detailed reports, budgets and recommendations, correspondence, and specifications~~
- ~~Communicate and interact effectively both orally and in writing with elected and appointed officials, the public, contractors, developers, business owners, and staff, as well as outside local, state, and federal agencies and governmental bodies involved with administering and funding economic development~~

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~~programs participate in the development and administration of program goals, objectives, and procedures; prepare and administer complex program budgets; identify and confer with private developers and establish partnerships in support of economic development projects;~~

- ~~- Negotiate contractual agreements related to projects, as well as for the acquisition, disposition, development and/or lease of public and/or private property; work with diverse groups of people toward common goals; respond to requests and inquiries and deal effectively with the general public; research and develop alternative funding sources for economic development projects;~~
- ~~- Interpret municipal codes, ordinances, legislation, contracts, and legal documents; analyze and interpret factual data, and apply complex guidelines~~
- ~~- Prepare clear and concise oral and written administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply Federal, State, and local policies, laws, and regulations; independently plan,~~
- ~~- Follow directions from a supervisor~~
- ~~- Oversee, direct, and coordinate the work of assigned staff; select, supervise, train, and evaluate staff; organize, and schedule work to meet program requirements and deadlines; understand the organization and operation of the assigned program and City government as necessary to assume assigned responsibilities;~~
- ~~- Establish priorities, effectively manage multiple projects, and deliver quality customer service; operate a variety of office equipment including a computer and associated word processing applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with those contacted in the course of work.~~

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, economic development, planning or a related field. An advanced degree in a related field is preferred.

**Experience:** Four (4) years of progressively responsible professional experience in the economic development field or a closely~~strongly~~ related field.

**Licenses and/or Certifications:** Must possess~~an~~ of a valid California Class C driver's license and an acceptable driving record are required by time of appointment and during course of employment

### SPECIAL CONDITIONS

Employees who may drive a City or personal vehicle in the course and scope of work shall be required to participate in the DMV Pull Notice Program.

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**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach City employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS** — See Physical task questionnaires. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers. This position may be required to assist staff in performing field work that requires driving a vehicle, walking on uneven ground, and in varying outdoor temperatures. The incumbent must maintain professional composure and use good judgment in pressure situations.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev Feb/2024