



## **DIRECTOR OF ECONOMIC DEVELOPMENT**

City of South El Monte

\$145,860.00 - \$199,992.00 Annually

**DEFINITION** Under direction from the City Manager, serves as a member of the City's executive management team; plans, directs, organizes, budgets, coordinates and oversees the programs, projects, activities and operations of the Economic Development Department. He/She will establish and maintain liaison to the Planning Commission, capital improvement projects, other committees as needed, and the general public. He/She assures the integrity of all Economic Development services; is well versed in the principles methods and practices of economic development that includes strong negotiating and facilitation skills; has familiarity with the fundamentals of real-estate analysis including financial and economic review processes; and oversees the administration of professional consulting services contracts. Provides leadership regarding departmental strategies, resource requirements and competing priorities to attain community needs. Performs other duties as assigned. **SUPERVISION RECEIVED AND EXERCISED** Supervision is received from the City Manager.

**ESSENTIAL DUTIES** Assume full management responsibilities for Economic Development Departmental Services and Duties may include, but are not limited to, the following: Plans, organizes, and directs Economic Development operations including current and advanced planning, environmental planning (CEQA compliance). Reviews major land use, businesses, construction and building projects with other Staff, Managers, Commissions, Committees, City Manager and City Council to enhance and maintain successful programs and projects to help shape the growth and development of the City. Facilitates private development in the City through meetings and outreach to developers, brokers, and retail tenants. Obtain and manage state and federal grant monies for private development and other projects. Understand Budgetary practices and economics in the field of economic development, direct the forecast of funds needed for staffing, equipment, materials, and supplies, monitor and approve expenditures and implement mid-year adjustments. Represents the Economic Development Department to other line departments, elected officials, and outside agencies and organizations. Courts developers and businesses and negotiate contracts and agreements. Supervise and coordinate the technical research required in the economic development review process. Develop and Present highly technical & analyzed information, studies and reports, as well as ordinances, resolutions, and staff report clearly and concisely to various divisions, commissions, City Council and lay groups orally and in writing. Hires, trains, motivates, evaluates, disciplines, plans and organizes workloads for assigned staff and consultants. Analyzes local, State and Federal legislation; advises and develops City policy in the areas economic development, Engages intergovernmental organizations and represents the City in Economic Development forums. Perform a variety of public relations and outreach work related to Economic development, redevelopment activities. Generates private sector investment and economic development interest in the revitalization of properties in the City by working with real estate brokers, merchant builders and private investment firms. Evaluates business processes and implements modernization strategies, where needed, develops and leads staff to implement short and long-range plans and projects related to economic development. Responds to public inquiries about economic development, regulations, and ordinances. Perform other duties as assigned by the City Manager.

**Experience:** Five (5) years increasingly responsible experience in urban planning, Public Administration, Economics, Engineering, or closely related field. A Master's Degree in an applicable field is highly desirable. At least three years of increasingly responsible professional experience in the public service sector, and in supervisory management capacity. Demonstrated commitment to collaboration, innovation, open and transparent communication, and fiscal management. Management certifications from accredited universities or institutions is also a plus.

**Education:** Bachelor's degree in Urban and/or Regional planning, Geography, public administration, or a closely related field. A Master's degree is preferred. Licenses and Certificates Possession of a valid Class C California State Driver's License at the time of employment and continuously throughout employment.

**APPLY BY:** June 1, 2025 at 11:59 p.m. Apply online at:  
[https://www.governmentjobs.com/careers/cityofsouthelmonte/jobs/4936281/director-of-economic-d  
evelopment](https://www.governmentjobs.com/careers/cityofsouthelmonte/jobs/4936281/director-of-economic-development)