



2220 Magnolia Street, Ceres, CA 95307 Phone: (209) 538-5747



CITY OF CERES



ANNOUNCES A CAREER OPPORTUNITY FOR

REDEVELOPMENT/ECONOMIC DEVELOPMENT MANAGER

\$8,460 to \$10,284 Monthly (paid biweekly)

FILING DEADLINE:

First review of applicants is September 1, 2021

OPEN UNTIL FILLED





The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38 degrees Fahrenheit, the average high temperature in spring and fall is 85 degrees Fahrenheit, and the average high temperature in the Summer is 90 degrees. The Tuolumne River forms part of the City's northern boundary.

The Daniel C. Whitmore family was considered the first family of Ceres and, with two other founders, John Service and Cassius Warner, settled in Ceres in 1867. Mr. Whitmore built the first home in Ceres in 1870. That home still stands, fully restored by the City and the Ceres Historical Society, at 2928 Fifth Street.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year. Events such as the annual Downtown Street Fair in May, summertime concerts in the park, Halloween Fun Festival, and the Christmas Tree Lane opening are well attended by the community.

THE POSITION

The City of Ceres is accepting applications for a Redevelopment/Economic Development Manager.

Economic Development is a high priority for our City Council, so the primary duties of this position will be to handle all Economic Development for the City, as well as, the gradual winding down of the City's two (2) Redevelopment Agencies. Under the direction of the City Manager, directs, manages, supervises, and coordinates the activities and operations of the City's Economic Development and Successor Agency's activities; provides professional assistance to City management staff on community-wide economic development issues and coordinates assigned activities with other divisions, departments, and outside agencies.



ESSENTIAL DUTIES

- Assume management responsibility for assigned services and activities of the City's Successor Agency.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for professional and technical staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate professional and technical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the assigned budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Work closely with the City Manager, City Council, Successor Agency, other City departments, various public organizations and citizens groups.
- Develop specifications and prepare requests for proposals and grant applications; coordinate with City, federal, state and non-profit agencies and private companies to develop resources for projects.
- Conduct negotiations and assist in final negotiations with owners/developers.
- Review site development architectural plans in conjunction with City planning staff as required.
- Conduct site visits of residential and commercial properties to ensure compliance with program requirements; make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.
- Work closely with homeowners, landlords, contractors, developers, and business and property owners in providing program related information and resolving concerns.
- Serve as the liaison for the City's Economic Development functions to other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of economic development and redevelopment; incorporate new developments as appropriate.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of an economic development and redevelopment program.
- Requirement and procedures of Community Development Block Grants.
- Principles, practices and programs related to community and urban development.
- Principles and practices of contract administration and evaluation.
- Principles and practices of program development and administration.
- Principles and applications of real estate and real property management.
- Basic construction methods, terminology and financing techniques.
- Principles of business letter writing and basic report preparation.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations including those affecting redevelopment and housing projects.

Ability to:

- Oversee and participate in the management of the City's successor agency and economic development functions.
- Oversee, direct, and coordinate the work of lower level staff; select, supervise, train and evaluate staff.
- Participate in the development and administration of division goals, objectives and procedures.
- Understand, interpret, explain and apply complex City, state and federal laws regulating community development programs and projects.
- Prepare and monitor contracts.
- Demonstrate tact and diplomacy with the public.
- Gain cooperation through discussion and persuasion.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Operate a computer and supporting office and word processing applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



EDUCATION & EXPERIENCE GUIDELINES

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major coursework in urban planning, finance, business administration, public administration, or a related field.

Experience:

Five (5) years of increasingly responsible city planning experience, economic development or public administration experience, including two (2) years of administrative and supervisory responsibility .

LICENSE & CERTIFICATES

- Possession of an appropriate, valid driver's license.

COMPENSATION & BENEFITS

Salary Range:	\$8,460– \$10,284 per month (paid biweekly)
Life Insurance	\$50,000 group life insurance policy
Health & Welfare Plan	The City contributes toward the combined monthly premiums for medical, dental and vision a maximum of \$710, \$1,470 or \$2,090, dependent on level of medical coverage enrollment. Some of the monthly plan premium options are currently at <u>no cost</u> to the employee and family!
Retirement	The City also provides an employee assistance program, retirement benefits through the 1937 County Retirement Acts subject to the provisions of PEPRAs, effective January 1, 2013, and it participates in Social Security.
Sick Leave	12 days sick leave
Management Leave	Shall receive ten (10) days per fiscal year

APPLICATION / SELECTION PROCESS

To be considered for the position, applicants must submit a completed on-line City of Ceres application. The application may be submitted on-line via the CalOpps website at: www.caloppo.org or by visiting the City of Ceres website @www.ci.ceres.ca.us. **The City would like to fill this position as soon as possible, so it is in the best interest to apply immediately.** The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants, possessing the most desirable qualifications may be invited to participate in the subsequent phase of the evaluation process which is the oral interview. *Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.*



EMPLOYMENT INFORMATION



Prior to employment, the candidate selected for the position will be required to successfully pass a pre-employment drug and alcohol test along with background check which will include fingerprinting.

The City of Ceres is complying with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment, programs and facilities. Please notify Human Resources of any special testing arrangements needed to be made to accommodate any disability during the recruitment process you may have. The City of Ceres, as part of its Affirmative Action Program encourages minorities, women, and the disabled to apply.

EOE

*NOTE: Information contained herein does not constitute an expressed or implied contract as it is subject to change

ANNOUNCEMENT DATE: Monday, August 16, 2021