



Economic Development Manager  
**City of Pleasant Hill, CA**

# The Community

Pleasant Hill is a modern and dynamic city in the East Bay Area of San Francisco and home to approximately 35,000 residents. Located at the center of the Interstate 680 corridor in Contra Costa County, Pleasant Hill is characterized by small-town charm and a strong sense of community.

Residents of Pleasant Hill enjoy an enviable quality of life with safe, quiet residential neighborhoods and an array of amenities. Its appealing downtown boasts more than 350,000 square feet of retail space, movie theaters, entertainment venues, and restaurants. City Hall offers a central plaza area for community gatherings and events.

The City enjoys an ideal Northern California climate with warm, dry summers and mild winters making it perfect for visitors and residents seeking outdoor activities.

The City is home to many California distinguished schools and Diablo Valley Community College.

Pleasant Hill is considered one of the best places to work, live, shop, dine, and play in the Bay Area. To learn more please visit: [phillca.gov](http://phillca.gov)

# The Organization

Pleasant Hill is a General Law City operating under the Council-Manager form of government. The City Council consists of five members elected to staggered, four-year terms, each representing one of five electoral districts that were created in 2023. Pleasant Hill is widely recognized for being a well-managed, fiscally sound City and for its community focused programs that benefit its citizens as well as providing a dynamic, stimulating work environment for City employees. The City employs 110 FTE and has a biennial operating budget of \$32.5M for 2025-2026.

The City delivers a range of municipal services including police, finance, building inspection, planning and code enforcement, engineering, economic development, street construction and maintenance, and storm drainage services. Fire protection, recreation and parks, sewage collection and treatment, water, and school services are provided through special districts not subject to City control.

# The Opportunity

The Economic Development Manager will plan, organize, direct, coordinate and manage the activities of the economic development program utilizing specialized knowledge and skills to develop and implement strategies and projects to encourage business attraction, retention and expansion.

The Economic Development Manager receives administrative direction from the Community Development Director. Responsibilities and essential functions of the position include, but are not limited to:

- ▶ Assist the City Manager in developing and implementing the goals, objectives, policies and priorities for the economic development program.
- ▶ Prepare and present staff reports and information on economic development projects to the City Council.
- ▶ Plan, prepare and implement marketing strategies, programs and special events that promote and expand the quality of life for both residents and businesses in the City and support economic vitality of the City.
- ▶ Participate in and manage collaborative programs of economic development with the Chamber of Commerce, business community and other public and private sector entities.
- ▶ Serve as the City's representative and primary liaison to the Pleasant Hill Tourism Improvement District (TID), including staff support for formation/renewal of the TID.
- ▶ Monitor, compile, analyze and report on various information data sources including employment, retail sales tax, business license, commercial real estate, population and demographics, hotel occupancy rates and assessed property values.
- ▶ Coordinate with other City divisions/departments on current and planned development projects.
- ▶ Exercise management and operational authority over assigned projects, services, and administration operations; maintain financial and administrative processes and records; develop recommendations for establishing and/or modifying policies and procedures.

- ▶ Monitor workflow of the Economic Development Division and review and evaluate work products, methods and procedures and make necessary recommendations to the City Manager.
- ▶ Prepare budget and forecasting for the Economic Development Division.
- ▶ Serve as primary staff support for the City Council's Economic Development Committee providing policy research and project implementation of economic development activities in the City.
- ▶ Serve as the City's primary contact with the commercial real estate brokerage community including participation at local and regional International Council of Shopping Center (ICSC) events.
- ▶ Represent the City and establish and maintain positive working relationships with representatives of community organizations, business organizations, state and local agencies and associations, city management, staff and the general public.
- ▶ Serve as the City's liaison with the property owner and manager of Downtown Pleasant Hill to coordinate and facilitate projects in the Downtown.
- ▶ Perform related duties as assigned.

## The Ideal Candidate

The ideal candidate will have significant economic development experience and will excel project management. The ideal candidate will be able to "hit the ground running" and quickly establish rapport, trust, and credibility within the organization and the community.

Top areas of focus for the next Economic Development Manager will be:

- ▶ **Collaboration** – Continue to work seamlessly with the City Manager and the Community and Economic Development Director's team.
- ▶ **Development** – Maintain and carry on the momentum the incumbent has set forth on various projects and negotiations such as the Farmers Market. Continue to work on the City's shopping centers developments.
- ▶ **Housing** – Work with the Planning team on meeting state housing requirements. Work on rezoning commercial areas for mixed-use developments.
- ▶ **Communication** – Foster open and timely communication internally with staff and other departments and externally with developers and stakeholders. Represent the City as a staff liaison on commissions and boards such as the Education Commission.

The City seeks a self-starter with excellent relationship building, communication skills, both spoken and written, and an upbeat attitude about economic development attraction, retention and expansion. The selected candidate will be politically astute will strong relationship and networking skills. This opportunity will serve an individual best if they are truly interested in becoming an integral part of a high performing organization in a highly visible position.

A bachelor's degree with major course work in public administration, economics, business administration and four years of professional experience is required as is possession of, or the ability to obtain, an appropriate California driver's license. The ideal candidate will have experience in municipal economic development and expansion as well as a master's degree.





## Compensation & Benefits

The annual salary range for the Economic Development Manager is **\$149,472 - \$198,792**; placement in this range is dependent upon qualifications.

The City also offers a competitive benefits program that includes:

- ▶ **Retirement** – The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 60 formula for Classic Members. The City contributes 3% to a 401(a) plan as well as \$225/month to an RHS plan. Voluntary Roth IRA & 457 plans available.
- ▶ **Medical Benefits** – The City offers two choices for coverage—Kaiser or Blue Shield. The City pays 75% of the Kaiser monthly premium at each coverage level.
- ▶ **Dental & Vision** – City-paid coverage for employee and eligible dependents.
- ▶ **Life Insurance** – City-paid coverage equal to 1x annual salary.
- ▶ **Holidays** – City recognizes 14 paid holidays per year.
- ▶ **Vacation Leave** – Negotiable based on Management Pay Plan
- ▶ **Sick Leave** – Accrues at the rate of one day per month, with no maximum accrual.
- ▶ **Administrative Leave** – Up to 16 hours of administrative leave each month on a non-cumulative basis.
- ▶ **Section 125 Plan** – Dependent care and out-of-pocket medical costs may be paid on a pre-tax basis.

## How to Apply

Please apply **on-line** by **October 10, 2025** at [www.allianceRC.com](http://www.allianceRC.com). For questions and inquiries, please contact:

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