



CITY OF LODI
 Department of Human Resources
 City Hall, 221 West Pine Street, 2nd Floor
 Lodi, CA 95240

<http://www.lodi.gov>

INVITES APPLICATIONS FOR THE POSITION OF:
Business Development Manager

An Equal Opportunity Employer

SALARY

\$41.70 - \$50.68 Hourly \$7,227.66 - \$8,785.27 Monthly \$86,731.94 - \$105,423.21
 Annually

OPENING DATE: 04/20/18

CLOSING DATE: Continuous

THE POSITION

Thank you for your interest in our Business Development Manager position.

To be considered for this position, applicants must complete and submit an application for employment with detailed information in each section of the application: Work Experience, Education, Certificates and Licenses, and Skills.

In addition to submitting a detailed application, you are required to respond to the supplemental questions associated with the application. Your responses to the supplemental questions will be used to help us evaluate your qualifying knowledge, skills, and abilities. Resumes may be attached but will not be accepted in lieu of a complete, detailed application or in lieu of detailed responses to the supplemental questions. Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

Applications will be accepted and processed until a sufficient number of qualified applications have been received. This recruitment may close without further notice; interested candidates should apply as soon as possible.

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DEFINITION:

Under direction, plans, organizes and directs the economic development and Lodi Electric Utility energy efficiency activities of the City, including economic strategies, business attraction/expansion/retention, and City marketing and public relations. Administers programs for the retention and expansion of existing businesses, and for the attraction of commercial and industrial development to the Lodi community; provides staff assistance to the City Manager; and performs related work as required.

SUPERVISION EXERCISED AND RECEIVED:

Receives direction from the City Manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

Researches and analyzes a variety of approaches to attract, retain and facilitate the expansion of businesses within the community by analyzing economic development opportunities within the community; surveying and interviewing local business owners to determine needs and issues, developing business retention and expansion programs, and functioning as a liaison with local business owners with regard to past, present and future barriers to local economic development.

Assists new and existing firms with expeditious permit processing and capital needs including packaging of financing from federal, state, and local sources; serves as liaison with existing and potential industries, businesses, land and building owners, developers, marketing firms, and federal, state, regional and county agencies, regarding loans, grants, data, and educational resources.

Develops marketing, promotional, and public relations strategies designed to encourage retention, expansion and the attraction of new businesses and industry to the community by making presentations to the City Council and industry representatives on development issues; attending meetings and conferences, serving on committees and participating in discussions to promote the City with industries desirable to the community and compatible with the expectation of the economic development plan.

Monitors legislation and developments related to economic development and electric utility energy efficiency matters; evaluates their impact in City operations and programs and recommends and implements policy and procedural improvements; ensures that economic development activities comply with City goals, policies and procedures, as well as local, federal and state regulations; develops and maintains required reports, files and records.

Provides assistance and coordination to the City Council, commissions, committees and City management staff in matters related to a wide variety of economic development and redevelopment activities and programs; researches and analyzes economic problems and prepares comprehensive reports;.

Participates in the development and administration of the Economic Development program budget.

Provides staff assistance to the City Manager, including participating in the Council Communication development and review process, and contribute to City strategies on workforce analysis and employee relations.

Manages energy and utility efficiency programs; Maintains current knowledge of external electric utility public benefit program trends and legislation to ensure necessary compliance;

Tracks industry trends and other market changes that impact energy efficiency

Collaborates with peers from publicly-owned electric utilities and Northern California Power Agency to stay abreast of industry best practices, meet reporting deadlines and discuss legislative and regulatory compliance objectives;

Performs other duties related to the operation of the department and the city, including additional duties that enable the department and City to meet the diverse needs of its community.

TYPICAL QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of economic development and utility efficiency programs and administration; business and industrial development; economic development incentives; public and private sector financing; real estate development; urban planning.

Community characteristics, including planning, zoning, schools, budgets, and recreational facilities and civic attractions; informational resources relating to industry, legislation, business, economics, community development, redevelopment and related matters affecting the growth of the community.

Functions and organizations of a municipal government; applicable federal, state and local laws, rules and regulations relating to economic development and utility efficiency programs.

Principles and practices of marketing, public information, and media relations; principles of organization, administration and budget.

Ability to:

Research and analyze a variety of approaches to attract, retain and facilitate the expansion of businesses within the community by analyzing economic development opportunities within the community; survey and interview local business owners to determine needs and issues, developing business retention and expansion programs, and function as a liaison with local business owners with regard to past, present and future barriers to local economic development

Develop comprehensive and creative strategic plans for present and future departmental services; analyze technical and administrative obstacles, identify solutions, project outcomes, and take or recommend appropriate actions; forecast and plan for future needs

Work effectively with business leaders, financial institutions, citizen groups and City staff in interdepartmental and diverse team environments; be persuasive in marketing and selling the City to prospective businesses and industries.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Communicate effectively and persuasively both orally and in writing; collect and analyze a wide variety of data and materials; prepare and analyze a variety of reports, statements and correspondence.

Develop and administer a division budget; maintain accurate records and prepare clear, concise and effective correspondence, media materials, public and educational materials, reports and other written materials.

Establish and maintain cooperative effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in urban planning, business, public administration, finance/economics or a closely related field.

Experience:

Four (4) years of professional level experience in economic/business development and municipal services.

LICENSES AND CERTIFICATES:

Possession of an appropriate, valid Driver's License from the California Department of Motor Vehicles.

WORKING CONDITIONS

Work is generally performed in an office setting with frequent interruptions, multiple deadlines, complaints, and peak workload periods. Position may require working with the public and attendance at night and/or weekend meetings, and driving a motor vehicle.

PHYSICAL DEMANDS

Work may include prolonged sitting, as well as light to moderate lifting, reaching, stooping, pulling, pushing, manual dexterity, repetitive hand movement and fine coordination when using a computer keyboard, clear speech, visual and hearing acuity; hear and speak well enough to converse by telephone, in person, and to large groups and be clearly understood. Stamina to work additional hours to meet deadlines.

FLSA Status: EXEMPT

SUPPLEMENTAL INFORMATION

Apply online at www.lodi.gov or in person at Human Resources Department, City Hall, Second Floor, 221 West Pine Street, Lodi, CA. Telephone: 209/333-6704.

Persons with hearing impairment, please call the California Relay Service 7-1-1.

TESTING PROCESS

Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible lists last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

EVALUATION of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.

MEDICAL-DRUG SCREENING - All positions may be subject to a physical or drug screen issued

by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lodi.gov>

OR

City Hall, 221 West Pine Street, 2nd Floor
Lodi, CA 95240

EXAM #1530.4.2018
BUSINESS DEVELOPMENT MANAGER
AP

Business Development Manager Supplemental Questionnaire

- * 1. I understand that in order for my application to receive every consideration in the selection process, I must complete all of the application (education, experience, etc.) along with the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. When answering narrative descriptions of my experience, I understand that I must include the name of the employer, dates of employment, and the name and phone number of my supervisor.

Do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they

will not be reviewed or considered.

I certify that all the information provided on my application and this Supplemental Questionnaire is true to the best of my knowledge.

I have read and understand the above instructions

- * 2. This position requires that you possess and maintain a valid California Driver's License. Do you understand and meet this requirement?
 Yes No

- * 3. Please indicate your highest level of education:
 - Bachelor Degree or higher in Related Field
 - Bachelor Degree or higher in Non-Related Field
 - Associates Degree in Related Field
 - Associates Degree in Non-Related Field
 - High School Diploma or GED
 - No High School Diploma or GED

- * 4. Please indicate the years of relevant work experience that you possess:
 - 1 - 3 years
 - 3 - 5 years
 - 5 - 7 years
 - 7+ years
 - I do not possess any relevant work experience

- * 5. How many years of experience do you have in economic development, commercial real estate and/or business development?
 - No experience
 - 1 - 2 years of experience
 - 3 - 4 years of experience
 - 5+ years of experience

- * 6. Describe your experience preparing reports, and correspondence for a Department Head, City Manager, City Council, Commissions, Boards, or the public. If no experience, enter N/A

- * 7. Describe your experience in giving oral presentations of reports in a public meeting situation. Specify the type of board or commission to which you made the presentation. If no experience, enter N/A

- * 8. Please describe 3 significant economic development projects you have participated in. If no experience, enter N/A

- * 9. Please describe any experience you have in using water, wastewater and electric utility programs to accomplish economic development goals. If no experience, enter N/A

- * 10. Please describe any experience you have with energy efficiency program management. If no experience, enter N/A

* Required Question