



*The City of*

**SAN BERNARDINO**

*California*



*invites applications for the position of*

**DIRECTOR OF  
ECONOMIC DEVELOPMENT (U)**

RECRUITING SERVICES PROVIDED BY



# THE COMMUNITY

Located in the Riverside-San Bernardino metropolitan area of Southern California (often referred to as the Inland-Empire), the City of San Bernardino serves as the county seat of San Bernardino County. It spans 81 square miles and has a diverse population of over 222,000. Several highly regarded educational institutions are located within or in the nearby area; California State University, San Bernardino is located in the northwestern part of the City, and San Bernardino Valley College is also located within the City. The City is also home to the San Manuel Gateway College as well as Loma Linda University Health, an innovative new higher education resource that integrates training programs in health careers with clinical experience.

San Bernardino is also home to the Little League Western Region Headquarters and hosts the regional playoffs each year with 14 teams from 13 western states playing for the chance to advance to the Little League World Series for the national title. The San Manuel Baseball Stadium, located in downtown San Bernardino, is the home park for the Inland Empire 66ers of San Bernardino. Another sports venue is the San Bernardino Soccer Complex, one of only a few premier soccer facilities in Southern California. The 50-acre complex offers 17 full-size soccer fields, including 4 lighted championship fields. The City is home to multiple art, performing art, and concert venues including the historic California Theater, Sturges Center for the Arts, Roosevelt Bowl, National Orange Show Events Center, Glen Helen and the Garcia Center for the Arts. The City's historic California Theater, which opened its doors in 1928, hosts Broadway plays and musicals that light up the stage each year. The theater is also the home of the San Bernardino Symphony Orchestra. Today, the Orchestra is one of the oldest and most prestigious in the region.

# CITY GOVERNMENT

In 2016, the citizens voted to change the City Charter, choosing to be Governed by a Council-Manager form of government. Today, the governance structure is comprised of an at-large elected Mayor and seven Council Members elected by constituents in a specific ward. Each elected official serves a four-year term. The Mayor and Council appoints the City Manager, who serves as the Chief Executive Officer overseeing all departments, including Community Development & Housing, Economic Development, Finance & Administrative Services, Human Resources & Risk Management, Information Technology, Parks, Recreation, & Community Services, Animal Services Department, Police, and Public Works Departments.

The City's Adopted FY 2023/24 operated budget is \$200.7 million with a Capital Improvement Program budget of \$168.1 million to date and it employs 700 full-time employees. Fire Services are provided through a contract with the County Fire Protection District. The City also operates a Water Department and Library which, by charter, is governed by a separate oversight Board.



## THE POSITION

This is a single-position department director classification that oversees, directs, and participates in all economic development programs and activities, as well as development and administration of departmental policies, procedures, and services. This class assists the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering City goals and objectives within general policy guidelines.

## QUALIFICATIONS

**EXPERIENCE:** Five (5) years of increasingly responsible experience in economic development, redevelopment, oversight, or management of projects and programs in urban economic development, economics, business assistance, public facility or infrastructure development, commercial development, public and/or private finance, workforce development, fiscal planning, budget preparation, and/or economic development tools and incentives, including two (2) years of management experience within a municipal economic development department; or an equivalent combination education, training, and experience.

**EDUCATION:** Equivalent to a bachelor's degree from an accredited college or university with major coursework in economics, business administration, public administration, or a related field

## DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed:

- Plans, organizes, controls, manages, and evaluates the work of the Economic Development department in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures, and policies required to achieve overall department performance; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness.
- Participates with the City Manager, elected officials, and other managers in establishing strategic plans for the City; sets overall management and policy goals and objectives for a department within the framework of City Manager and City Council policies and mandates; coordinates department program and policy issues with managers of other departments on a City-wide basis.
- Plans and evaluates the performance of supervisors, managers, and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action up to and including termination, address performance deficiencies in accordance with the City's human resources policies and procedures, Civil Service Rules, and labor contract provisions.
- Creates and implements economic development strategies, plans, projects, and policies which capitalize on existing City and community assets and identifies new development opportunities for maximum economic vitality and value.
- Identifies existing business assets, needs, and concerns and provides outreach and strategies to facilitate development consistent with those opportunities; ensures the protection of the City real property assets, managing City surplus, and enterprise real properties. Negotiates, administers, and measures third-party entity performance related to contracts and agreements; performs selection processes for consultant services and contracts and development agreements to ensure fiscal compliance and delivery of desired results; writes and researches grants and performs administration.
- Develops and reviews reports of findings, alternatives, and recommendations involving a broad range of economic development efforts, and asset management issues.
- Monitors national and regional trends related to municipal economic development services and evaluates their impact on San Bernardino; recommends policy and process changes and improvements.
- Performs other duties as assigned.

## SALARY & BENEFITS

### Salary Range - \$156,722.64 - \$190,492.68 Annually

Health Insurance - Eligible to receive a City contribution of Employee Only - \$1,125, Employee + 1 - \$1,377, or Employee + 2 or more - \$1,841 to help offset health, dental and vision premiums. Eligible employees who waive all medical, dental, vision, supplemental life, and supplemental AD&D benefits will receive an annual "Health Insurance Waiver Stipend" of \$4,000.00 every first paycheck of December.

Retirement for Current Members - For employees hired after 1/1/2013 who are current members of California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/2012 and have not been separated from service from such agency for six months or more, the retirement benefit shall be 2% @ 55; highest single year of compensation.

Retirement for New Members - For employees hired 1/1/2013 or later and who are not a member of the California Public Employees' Retirement System (CalPERS) or a reciprocal agency as of 12/31/2012, or those who have been separated from a public agency which contracts with CalPERS or a reciprocal agency for six months or more, the retirement benefit shall be 2% @ 62; 3 year final compensation. New members will be obligated to pay 50% of the "normal cost" of their retirement benefits as required by state law.

## APPLICATION AND SELECTION PROCESS

### OPEN UNTIL FILLED | APPLY IMMEDIATELY!

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to [apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact Kristine Ridge at (714) 493-8506 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interview, and final interview with the City Manager. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.



## IDEAL CANDIDATE

The City is seeking a strong, energetic, team-oriented leader, who is hands-on and engaged that will be visible and accessible to their staff. The ideal candidate will be a strong leader who shares the economic development vision of the Council, the city manager, and community; someone who can develop and implement creative methods to attract new businesses. The next Director of Economic Development will be a proven collaborator with a track record of working with a wide range of businesses as a friendly, approachable leader who actively builds relationships with business owners, brokers, and developers.

The City is looking for an empathetic and flexible staff manager who encourages open dialogue, new ideas, and staff development. The ideal candidate is an active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and brings resolutions to issues, involving others as needed. The ideal candidate will have the ability to manage competing priorities and delegate where necessary. A strong background and history of proven success in delivering projects in a timely manner is paramount.

