



## **DEVELOPMENT CENTER MANAGER**

Community Development Department  
\$109,707 - \$146,281 annually

Closing Date for Application Packets:  
**OPEN UNTIL FILLED**

### **ABOUT THE POSITION**

City of Gilroy is recruiting for the position of Development Center Manager. The goal of the Community Development Department is to effectively and efficiently manage the development goals of the city while creating an environment that encourages business expansion and development consistent with the city's guiding documents.

#### **GENERAL DESCRIPTION:**

Under general administrative direction of the Community Development Director, coordinates economic development activities to include serving as an ombudsperson to development community and citizens exploring and pursuing commercial development in the city including facilitation through the permitting process. May serve as a city liaison to the local economic development corporation and other community organizations with an economic development/enhancement focus. The incumbent will design, implement, monitor, and evaluate programs that encourage economic development in the city, including the downtown and may undertake complex assignments for the city administrator and department head. This is an exempt, mid-management level position.

#### **EXAMPLES OF DUTIES:**

- Serve as an ombudsperson to developers and citizens exploring and pursuing commercial and industrial development in the city, including the downtown, and facilitate navigation of the permitting process and coordination of the city's permit streamlining efforts.
- Coordinate project activities with other city departments to provide policy support on economic development, and business attraction, retention, and expansion issues.
- Manage the development, coordination, and evaluation of economic development programs and projects coordinating the city's efforts in partnership with local organizations.
- Act as a city liaison with representatives of professional and employer groups, the financial community, community organizations, and individuals on issues concerning economic development and convey suggestions and recommendations to the community development director and/or city administrator.

- Develop and implement strategies to assist with business growth and expansion; and respond to inquiries concerning industrial and commercial development opportunities.
- Advise and inform the community development director on economic development activities, including business assistance, employment generation and retention, commercial project development, and neighborhood commercial revitalization.
- Assess economic and fiscal impact of business projects to the city.
- Coordinate various activities and efforts with the local economic development corporation.
- Evaluate and administer city council approved economic incentive programs.
- Coordinate the conditions of development with city needs and developer capacity to undertake a proposed project.
- Skillfully represent the interests of the city when working with the media and making presentations to the public.
- Attend meetings, workshops, seminars and other similar activities.
- Understand and comply with the policies and direction of the city council, city administrator, and department head.
- Conduct special studies and prepare comprehensive reports related to economic development and community development issues.
- May negotiate and administer development agreements and contracts within parameters provided.
- Establish and maintain effective communication with public and private organizations related to economic development.
- Prepare and review documentation and reports for consideration by the community development director, city administrator, and city council.
- Make presentations before the city council, planning commission, and other groups.
- May supervise community development staff as assigned.
- Accept and complete special assignments and projects as may be assigned.
- Perform related work as required.

## **SPECIAL PROJECTS:**

- Establish an effective ombudsperson role within the department and city.
- Assist the city administrator with the development of an Economic Development Strategic Plan for the city.
- Take an active role in the downtown revitalization efforts including development of strategies for the mitigation of unreinforced masonry buildings.
- Take an active role in the implementation of the Discover Gilroy Program initiatives.
- Working with the city administrator, analyze the need for a target industry study to promote industrial development within the city.

## **QUALIFICATIONS**

### **Education/Experience:**

- Bachelors Degree from an accredited college or university with major course work in Business Administration, Urban Planning, Public Administration, Economics, or a related field of study.
- At least three (3) years of highly responsible experience with general development, economic development, and project management experience. Experience in both public and private sector preferred.
- At least three (3) years of management level supervisory experience strongly preferred.
- Strong customer service, interpersonal and oral/written communications skills.
- The capacity to make incisive, effective, and fiscally responsible decisions.
- The highest level of personal and professional integrity.
- Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.

### **The Ideal Candidate will:**

- Have a demonstrated proficiency for relating complex issues and themes in written form.
- Understand governmental processes, but will not take a regulatory approach to problem solving and working with others.
- Be politically savvy and diplomatic.
- Be a well-rounded generalist in all aspects of community development.
- Have a proven track record of success with both projects and relationships.
- Have a demonstrated capacity and capability to conduct complex research and accurately report findings.
- Have strong risk assessment skills.
- Be creative and innovative.

- Show initiative and be a motivated self-starter.
- Possess a positive, can do attitude.
- Possess excellent oral and written communication skills, including excellent listening skills.
- Have successfully implemented new programs and processes within a multi-department local government organization (or on behalf of a local government organization) and which involved external groups and customers.
- Have a sense of humor and humility and a work style that promotes teamwork and collaboration.
- Have strong conflict resolution skills and the expertise to effectively guide the development community toward solutions to constraints and challenges in the development process.
- Possess excellent customer service and follow-through skills.

## **SUPPLEMENTAL QUESTIONNAIRE**

*The supplemental questionnaire for this position is part of the on-line application form for this recruitment on Calopps.org (Member City: Gilroy). You must file your responses via the on-line application process.*

### **Supplemental Questions:**

1. Describe a specific time that you personally managed a complex development application from first contact with the developer to the grand opening. Please provide sufficient detail to explain the project and the steps you personally handled with the developer. Include any issues or challenges you faced along the way and how you resolved them.
2. Describe the techniques you use to ensure projects move through the entitlement and permitting processes as efficiently as possible while balancing the demands of the development community with the policies, procedures, standards, and code requirements of the municipality and other outside governing agencies. Please provide one project example that demonstrates your effective use of these techniques.
3. What do you see as Gilroy's biggest challenge, at the municipal level, to economic development, and how would you use your skill set to overcome that challenge?
4. If hired for this position, please provide a brief outline of your first month activities and your first three months activities. Please focus your outline on those items above and beyond the standard review of policies and procedures, organization orientation, and meeting with staff and other key stakeholders.
5. Provide a specific example of a high profile development that required your direct assistance to mediate and assist in solving a complex issue that involved a developer's desire to build in conflict of statutory code and municipal policies. Please share the specific complex issues that were involved and the specific action that you took.
6. Please describe your experience with successfully creating unique financing opportunities for developers or municipalities in order to undertake projects.
7. What are your career goals, and how does the Development Center Manager position fit in to your current goals?

## **COMPENSATION AND BENEFITS**

### **Health Allowance and Flexible Benefits Plan**

Depending upon the number of dependents the health allowance ranges from \$576.69 to \$1522.92 per month for core health benefits. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care and medical and dependent care accounts are also available. A term life insurance policy equal to annual salary, long-term disability plan, and an employee assistance plan are provided at City expense.

### **Other Benefits**

The City offers the PERS 2.5% at 55 pension plan, based on single highest year, credit for unused sick leave, and pays the full employer portion of the retirement contribution. The employee contribution of 8% is a pre-tax payroll deduction in lieu of social security. Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program.

### **Vacation, Sick Leave, Holidays**

Annual vacation ranges from two to four weeks per year, based on years of service. Employees accrue eight hours of sick leave each month. Employees receive 44 hours of personal leave time and 56 hours of administrative leave time in July of each fiscal year which must be used during the fiscal year. The City observes 10 paid holidays each year.

### **Payroll**

All City employees are paid monthly, on the last business day of each month. Direct deposit is available and encouraged.

## **APPLICATION PROCESS**

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic CalOpps application:

- CalOpps City of Gilroy employment application including supplemental questions
- A detailed cover letter that explains interest in the position
- A detailed resume that highlights your related skills and experience
- A list of five work-related references with contact information

City Application Form – Candidates must complete the CalOpps City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the CalOpps application so that you may upload and attach them to your CalOpps submittal.

### **Mailing address:**

City of Gilroy - Human Resources Department  
7351 Rosanna Street  
Gilroy, CA 95020

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

**Representation:** Persons appointed to this position are covered by the Gilroy Management Association (GMA) Memorandum of Understanding and Supplemental Agreements. Employees have the option to join GMA membership.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
SUPPORTS WORKFORCE DIVERSITY.**