



Employment Opportunity

*“Opportunity Through
Diversity; Unity Through
Cooperation”*

Human Resources
Department
275 Main Street, Suite 400
4th Floor
Watsonville, CA 95076

Phone: 831.768.3020
Job-Line: 831.768.3025
Fax: 831.761.0736
www.cityofwatsonville.org

City of Watsonville

PROJECT MANAGER

\$6,479.23 - \$8,682.80/Month

FILING DEADLINE: THURSDAY, JUNE 30, 2016 - 5:00 P.M.

No Postmarks Accepted

The City of Watsonville, located in the heart of Monterey Bay, has an exciting opportunity for an economic development professional. Consistently recognized as one of the state's most important agro-business communities, Watsonville is also leading the County of Santa Cruz in commercial and residential development activity. With three new hotels in the pipeline and a renewed effort to revitalize Watsonville's historic downtown, this career opportunity will play an important role in the City's future.

Reporting to the Assistant City Manager, this position's primary focus will be managing the City's Economic Development programs, while also providing project and program management support to the City Manager's Office. Experience managing business attraction, retention and expansion, as well as coordination of marketing and promotional programs are required.

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct, coordinate and supervise economic development programs and projects with the City of Watsonville; to develop and implement construction and rehabilitation programs; to provide technical and administrative support to the Assistant City Manager; to perform and direct studies and analysis; to develop and implement public relations programs; to prepare budgets. Employees in this classification receive administrative direction within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others.

ESSENTIAL FUNCTIONS

- Plans, coordinates, and manages redevelopment and rehabilitation projects and programs; oversees the use and maintenance of properties owned by the City
- Assists the Assistant City Manager in establishing economic goals and policies; coordinates with other City departments to perform short and long range planning to ensure stable economic growth
- Establishes and maintains close cooperation with appropriate public and private organizations, departments, agencies, and individuals involved with economic and activities; maximizes community involvement in planning and implementing economic and redevelopment activities
- Develops and implements new and revised rehabilitation and related projects, including major construction projects; coordinates related activities with other City departments
- Negotiates, prepares, and administers contracts and agreements
- Prepares, monitors, and administers operating budgets and funding allocations; develops financing plans and agreements with public agencies and appropriate private parties for projects; oversees and directs grant application program
- Supervises and facilitates work with business owners, investors and developers; encourages and facilitates new investment in projects
- Prepares and presents a variety of reports, recommendations, contracts, and memoranda to the Assistant City Manager, City Council, other public agencies, and the community relating to economic development matters
- Participates in the selection of staff; provides for their training and development; prepares performance appraisals and recommends for disciplinary actions, wage and salary actions, promotions, and related employment actions
- Responds to inquiries and provides information regarding City economic development and related information, project activities, and other related matters; attends meetings; serves on committees as assigned and participates in discussions regarding City operations and economic development; provides liaison to potential investors, developers, local businesses, and the public
- Maintains detailed files such as parcels, economic and environmental data and land planning information; provides information to developers
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license including a safe driving record

Knowledge of:

- project management; California Redevelopment Law, and relevant State Federal laws, regulations, reporting requirements, financial procedures, etc. governing community redevelopment agencies
- principals and practices of business, business finance, organization, administration, municipal finance, public/private financing, planning, grants and contract administration, and personnel
- procedures and policies concerning redevelopment programs, and techniques for promoting economic development

Ability to:

- plan, organize and direct major economic development and related programs with multiple projects in a complex environment
- perform and interpret difficult analysis, and prepare and present reports
- read and interpret laws
- develop plans to meet future needs
- deal constructively with conflict and develop effective resolutions
- communicate effectively both verbally and in writing
- establish and maintain effective working relationships with representatives from federal, state, and local agencies
- coordinate the activities of and train, supervise and evaluate subordinate personnel
- negotiate effectively with developers, property owners, and consultants
- perform site inspections
- prepare and manage budgets
- prepare detailed computer spreadsheets

Special Requirement:

- Must be available to attend a variety of meetings outside the normal working hours; assignments may include travel outside the area

Training and Experience:

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- a Bachelor's Degree (a Master's is preferable) from an accredited college or university in public/business administration, or a related field, and
- four (4) years of increasingly responsible experience in the management, development, and completion of redevelopment/economic development programs and projects

APPLICATION AND INTERVIEW PROCESS

Applications must be submitted to the Human Resources Department, 275 Main Street, Suite 400, Watsonville, CA 95076 by filing deadline. **No postmarks accepted.** An application may be obtained by calling 831.768.3025, in person, or by going to the City's website at www.cityofwatsonville.org. Candidates will receive written notification after applications have been screened for requirement compliance. Interview dates will be announced at a later time.

APPOINTMENT AND BENEFITS

The positions benefits include vacation, sick leave, and holiday benefits. The City offers Public Employees Retirement System Benefits. Employees shall pay the full 7% PERS contribution. Depending on the needs of the City, bilingual pay (English/Spanish) may be available upon passing the bilingual exam (\$75/month conversational premium pay, \$250/month written and conversational premium pay).

The candidate selected will be appointed for a 12-month probationary period. Names of successful candidates who do not receive a job offer will be placed on an employment list which normally remains in effect for one year. The Human Resources Department may abolish an Employment list at any time the needs of the City so require. The position is represented by the Mid Management bargaining unit.

Prior to appointment to the position of Project Manager, a medical examination and Department of Justice Livescan fingerprinting will be required.



The City of Watsonville is an Equal Opportunity Employer and encourages workplace diversity.

The City of Watsonville is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.