



Now accepting applications for

ECONOMIC DEVELOPMENT MANAGER



THE POSITION

Are you an innovative, forward-thinking professional in the field of economic development looking for a leadership role? Are you a self-starter with exceptional communication skills who excels at working with members of the community and public officials in helping provide a community excellent service? If so, the City of Selma invites you to submit your application to join their management team!

The City of Selma is poised for significant growth and seeks a dynamic Economic Development Manager to lead the movement. This is an exciting opportunity for the right leader to make a positive impact on Selma as an organization and a community. The Economic Development Manager is an at-will position reporting directly to the Deputy City Manager.

The position is responsible for the coordination of an economic development program by developing strategy and projects to attract, retain and expand business and industry within the community. This is accomplished through support services and programs in order to strengthen the community's financial base and provide quality jobs for residents. The position manages the community-wide economic development program, including marketing, public relations, financing, negotiation of agreements, site analysis, business recruitment, assistance, and retention as well as working collaboratively with the Grants Manager to secure grants and assist with legislative matters.

Some of the top organizational priorities of the new Economic Development Manager include: supporting local businesses to be sustainable; recruiting new businesses to Selma; and facilitating strong partnerships with constituents, the Chamber of Commerce, local businesses, and government agencies to provide transparency and build trust.

THE IDEAL CANDIDATE

- Is an innovative and creative problem solver who is proactive, ethical, self-motivated, adaptable, and organized.
- Is intelligent with demonstrated experience successfully leading large or complex projects.
- Has local government experience with a collaborative, customer-oriented leadership style.
- Communicates in a proactive, approachable, and responsive manner demonstrating understanding of stakeholder interests and needs and commitment to meeting them.
- Is a successful relationship builder and team player accustomed to coordinating with regional partners.





THE IDEAL CANDIDATE

- Has strong political acumen and is comfortable working with people from different ethnic and socio-economic backgrounds.
- Welcomes active citizen participation.
- Is adept at identifying critical issues and resourceful in crafting feasible options to propose to partners and decision makers.
- Is articulate and credible; has excellent communication and presentation skills.
- Has knowledge of principles and practices of teaming and project management work models coupled with solid skills in setting performance expectations, defining deliverables, holding people accountable, and supporting effort through well-designed work processes.
- Is analytical and appropriately detail oriented; has demonstrated experience in developing project and grant budgets.
- Communicates effectively and professionally in writing to prepare agendas, staff reports, marketing materials, and policy documents.
- Has knowledge of risk management and provides informed and coherent input regarding the risks inherent in various organizational situations; recommends methods to manage and mitigate those risks.
- Possesses a high level of comfort and competence with various technology and applications used to develop marketing campaigns.

COMPETENCIES

Adaptability and Flexibility - Responds effectively to multiple demands, ambiguity, shifting priorities, emerging situations, and rapid change.

Analytical Thinking - Identifies and defines problems; extracts key information from data and develops workable solutions for the problems identified.

Collaboration - Fosters team communication and dialogue; identifies opportunities for building consensus for team options, decisions, and outcomes.

Communication - Effectively conveys and exchanges thoughts, opinions, and information verbally and in writing.

Decision Making and Problem Solving - Takes action that is consistent with available facts, constraints, and probable consequences to define problems and implement solutions.

Initiative - Identifies and takes action to address problems and opportunities.

Interpersonal Relations - Builds relationships based on mutual trust and respect.

Leadership - Inspires others toward a common vision and fosters trust and ethics.

Reliability and Commitment - Shows commitment, dedication, and accountability and follows through on all projects, goals, and aspects of one's work.

Results Oriented - Translates objectives into action plans, including identifying task interdependencies.

ABOUT THE COMMUNITY

The City of Selma is a rapidly growing and richly diverse community of close to 25,000 people. The City of Selma is situated in the heart of the Central Valley just southeast of Fresno on Highway 99. The main entrances of Kings Canyon, Sequoia, and Yosemite National Parks are just seventy miles away and the central coast is less than three hours' drive away. There are also direct lines of travel to both San Francisco and Los Angeles.

Even as Selma grows, it strives to retain small town qualities and lifestyle. The quaint central business district has continued to thrive. An economic development consortium of public and private entities collaborates to support local business and welcome new businesses owners and developers to the area. Although the Selma area produces about 90% of the raisins in the U.S. and Selma is called the "Raisin Capital of the World," the city also harkens back to the early days and calls itself, "A Peach of a City." In addition to farming, Selma has manufacturing, and meat production. Selma is also home to several major health care facilities.

Selma is a great place to live and work. There are year-round events, community groups, arts, and culture for all ages. The Selma Arts Center, designed by renowned Californian architect, Arthur Dyson, is a performing and visual arts center. Selma offers education for all ages, including colleges nearby in Fresno as well as vocational schools.

ABOUT THE ORGANIZATION

Selma is a full-service municipal agency that has a Council-Manager form of government in which all power and authority to set policy resides with the mayor and council members.

The City Council consists of five members selected by district-based elections, and they represent the legislative body of the City. The City Council is responsible for creating the policies for the City and approving the major actions through which the municipal functions are conducted.



REQUIREMENTS

Education: Equivalent to a bachelor's degree from an accredited college or university in marketing, public relations, public administration, business or other related field of study.

Experience: Possess the equivalent of three (3) years of increasingly responsible experience in economic development, community planning, grants writing, public relations or a closely related field.

Licenses: Possession of a valid Class C California driver's license and a satisfactory driving record, which must be maintained throughout employment in this position.



SALARY AND BENEFITS

The salary range for this position is \$62,148 to \$75,552 annually; placement within this range is dependent upon qualifications. The City also provides an excellent array of benefits that include:

- **Retirement:** The City is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012, currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013, who are considered a new member of CalPERS per PEPR regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.
- **Social Security:** Employer and employees pay into the Social Security system through payroll deduction.
- **Deferred Compensation Plan:** City employees may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and at the same time, lower their state and federal income taxes.
- **Flexible Work Schedule:** The City provides an environment promoting a positive work/life balance.
- **Holidays:** The City normally observes twelve (12) holidays a year and employees receive an additional floating holiday for their birthday each year.
- **Vacation:** Basic vacation is accumulated at the rate of one day for each month worked. Beginning with the sixth year of service, additional vacation is accumulated for longevity up to a maximum of 24 days a year.
- **Sick Leave:** Is accumulated at the rate of one workday a month.
- **Group Insurance:** The Economic Development Manager may participate in health, dental, vision and group life insurance programs. The City pays approximately 90% of these premiums for the employee and eligible dependents.

SELECTION PROCESS

DEADLINE TO APPLY: Monday, September 26, 2022, at 11:59 PM PST.

Apply at: <https://bit.ly/SelmaEconomicDevMgr>

Qualified candidates are required to submit a letter of interest and focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position along with their application.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote screening interview, tentatively scheduled for late September 2022. The most-qualified candidates from the remote interview will be submitted for consideration for final selection by the City Manager.

The final interviews are tentatively scheduled for the first week of October 2022.

Neither Regional Government Services nor the City of Selma are responsible for failure of internet forms or email transmission in submitting your application.

Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing Regional Government Services at rblut@rgs.ca.gov.



Regional Government Services

Contact: Richard Blut
rblut@rgs.ca.gov 650.587.7300 x120