Bargaining Unit:

FLSA:

Position Number:

MS Covered

02744

DEVELOPMENT ASSOCIATE

DEFINITION

Under general direction, to perform professional functions and assignments in the field of economic development and redevelopment; conducts special projects and studies as assigned; prepares reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Incumbents are expected to perform a broad range of complex economic development and redevelopment assignments. Appointment requires considerable knowledge and experience in development processes and permitting, economic factors influencing private investment decisions, marketing techniques, and applicable laws and regulations. This class is distinguished from the Planning Technician class series by greater level of responsibility and independence.

REPORTS TO

Development Manager

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Performs economic development and redevelopment work in specific private development projects and/or public improvement projects.

Serves as project manager for studies, research, reports, and smaller-scale public improvement, construction, or demolition projects.

Prepares environmental determinations, environmental impact reports, plans, and studies.

Develops promotional materials, newsletters, brochures and other media either directly or through supervision of consultants.

Conducts and monitors business assistance programs.

Performs research, writes reports, publications, and presentations.

Prepares portions of departmental budget.

Facilitates, conducts, and makes presentations at public meetings.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; frequent contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

General principles of public planning, redevelopment, and economic development. Purposes and procedures of public planning agencies, boards, and governing bodies. Land and facility development and utilization.

Program and facility planning and development.

Laws, rules, regulations, and policies affecting Redevelopment and Economic Development Programs.

Research methods and statistical analysis.

Graphic illustration and presentation.

Computers and software used in professional development work.

Development processes and permitting.

Economic factors influencing private investment decisions.

Marketing techniques.

Ability to:

Plan, organize, and conduct a variety of Redevelopment and Economic Development projects and programs.

Work with commissions, boards, and committees on Redevelopment and Economic development issues and projects.

Develop and administer grants.

Gather, organize, and analyze data, preparing a variety of reports.

Use a computer and appropriate software in performing project management and information development responsibilities.

Effectively represent the City and the City Redevelopment and Economic Development Department in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

Collect, compiles, and analyze technical, statistical, and other information related to public planning and redevelopment.

Prepare a variety of reports and recommendations relative to assigned area of responsibility.

Operate a computer and use appropriate software in the performance of professional development work.

Make effective oral and written presentations.

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DESIRABLE QUALIFICATIONS (continued)

Ability to: (continued)

Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of the requirements for a Bachelor's degree in urban planning, architecture, public administration, business administration, or a related field, and three years of progressively responsible experience in public planning, zoning, permitting, redevelopment, and economic development analysis, enforcement, and consultation.

Special Requirements:

Possession of a current and valid California Driver's License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

Chairperson, Personnel Board

DATE: April 8, 2002