

## WORKING CONDITIONS/BENEFITS:

**Hours**—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

**Holidays**—11 holidays per year.

**Vacation**—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

**Sick Leave**—Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave**—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance**—Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance**—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**Long Term Disability Insurance**—Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance**—Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**IRC Sec. 125 Plan**—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement**—) *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

## GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**SPECIAL TESTING NEEDS:** If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.**

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015

An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

## ECONOMIC DEVELOPMENT SPECIALIST

(Not Civil Service, 40 hours/week)

**SALARY:**

\$3563-3741-3928-4125-4331 biweekly  
\$7719-8105-8510-8937-9385 monthly

*Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

**FINAL FILING DATE:**

Friday, May 31, 2019

**Oral Interviews:**  
TBA

**Résumés are not accepted in lieu of a City of Daly City application.**

To apply online, visit:

[www.calopps.org](http://www.calopps.org)

## INFORMATION

### DEFINITION

Under the direction of the Director of Economic and Community Development, the Economic Development Specialist assists in the development and management of programs to meet the City's long and short term economic goals and objectives and will be involved in the implementation of all economic development activities and performs related work as required.

### EXAMPLES OF DUTIES

Performs work assigned on current and long-range development and business retention projects. Participates in developing relationships between the City and representatives of private sector development opportunities and serves as a point of contact for new and expanding businesses by providing information on available development sites and explaining development and/or permitting requirements of establishing and expanding businesses. Develops work programs and techniques to be followed for the attraction of new commercial and office real estate development; supports on-going commercial projects, light industrial development, expanded retail development and local labor force enhancement programs; works with relevant economic development groups and organizations at the local, regional, state and national levels; assists in the preparation of marketing and informational materials and the on-going gathering of data necessary to support the economic development activities of the department; prepares reports and makes presentations to business and neighborhood groups, City Commissions and Boards, City Council, and the public; supports an on-going process of evaluation and review of program goals, objectives, strategies and plans to ensure the long-term ability of the Department to accommodate appropriate responses to new or changing issues and opportunities.

### MINIMUM QUALIFICATIONS

**Knowledge of:** Principals and practices of marketing/marketing research; economic and commercial development; statistical and research methods and the sources of information and data pertaining to economic development, business retention and labor force enhancement programs; evaluation and analysis of pro formas; the State of California Redevelopment Law; Federal and State Grants regulations and private sector development techniques.

**Ability to:** Prepare effective written reports and recommendations; make verbal reports at public meetings; deal effectively with the public; establish and maintain effective working relationships with staff, City officials, local commissions; provide strong administrative, fiscal management and policy analysis skills; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Minimum of three years professional experience in economic development, commercial development, marketing/marketing research, planning or public administration which has resulted in familiarity with economic development issues and some exposure to private sector development.

**Education:** Graduation from college or university with a Bachelor's Degree in Business Administration, Economics, Marketing, Planning, Public Administration or a related field; Master's Degree desirable.

**License:** Possession of a valid California Class C California Driver's License.

### **City of Daly City Prequalification Questionnaire for Economic Development Specialist**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

#### **Submit your application and prequalification questionnaire to:**

Human Resources Department,  
City of Daly City,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015  
OR apply online at: [www.calopps.org](http://www.calopps.org)

1) Do you possess a valid Class C California Driver's License?

Yes   
No

2) Do you possess a Bachelor's degree, or the equivalent, from a college or university with a major in Business Administration, Economics, Marketing, Planning, Public Administration, architecture or closely related field?

Yes   
No

3) Do you have three (3) years of professional experience in economic development, commercial development, marketing/marketing research, planning or public administration which has resulted in familiarity with economic development issues and some exposure to private sector development?

Yes   
No