INVITATION TO AN EXCITING CAREER OPPORTUNITY

IRVINE

CALIFORNIA

ECONOMIC DEVELOPMENT MANAGER

Salary Range
$121,763.20 – $189,737.60
Annually

CITY OF IRVINE
1971

POSITION

Can you imagine being part of a leadership team that embraces authenticity and a can-do attitude? Are you someone with a mindset to do the common things uncommonly well to create a real difference? Do you have a history of implementing creative, out-of-the-box ideas? This is your chance to utilize your talents to cultivate an innovative business development approach to enrich the quality of life and economic vitality in the diverse community of Irvine.

An opportunity to enhance our city's quality of life through creativity and economic vitality!

OVERVIEW

The City of Irvine seeks a Manager of Economic Development to develop and implement strategies for business recruitment and retention, acceleration of entrepreneurial and economic growth, and regulatory efficiency. This position will report directly to the Assistant City Manager and oversee a small team that provides economic development strategy and support from concept to completion. The Manager will coordinate the City's interface with the business community, serve as asset manager for the City's real property portfolio and oversee the operations of the City's Destination Marketing initiative, which supports Irvine hotels by attracting conferences, events, tournaments, and other activities to drive hotel occupancy. The Economic Development Manager will help build an internal culture that bolsters creativity and innovative approaches to business growth and retention. This position will serve as an important liaison between the business community and the City, and will develop a portfolio management strategy to guide property disposition decision-making and manage the City's real property portfolio to maximize economic value and community benefit. This position will develop a data-driven approach to economic growth, drawing on multiple resources to craft a new comprehensive plan for economic development in Irvine.

OPPORTUNITIES AND KEY PROJECTS

- Develop a data-driven approach to economic growth, drawing on multiple sources to inform strategic and targeted programs to drive City revenue and foster a healthy economic environment.
- Identify and implement strategies for business recruitment and retention, drawing on internal and external resources to create long-term value.
- Develop and recommend policies and programs targeted at new business incubation, supporting and growing the startup and entrepreneurial economy in Irvine.
- Assist businesses with workforce identification and development. Serving as a liaison to the regional workforce innovation board and assisting with access to funding, recruitment, and training
- Help lead the City's destination marketing effort. Collaborating on new techniques and marketing programs to drive hotel business in Irvine.
- Consolidate the management of the City's real property portfolio to maximize economic value and community benefit.
- Establish a real property database to track property milestones, maintenance requirements, and other provisions, identifying opportunities, and establishing asset management best practices.
- Manage special projects as assigned related to the City's regulatory functions, its role as property-owner at the Great Park and across other City assets, as well as other strategic initiatives.

THE IDEAL CANDIDATE

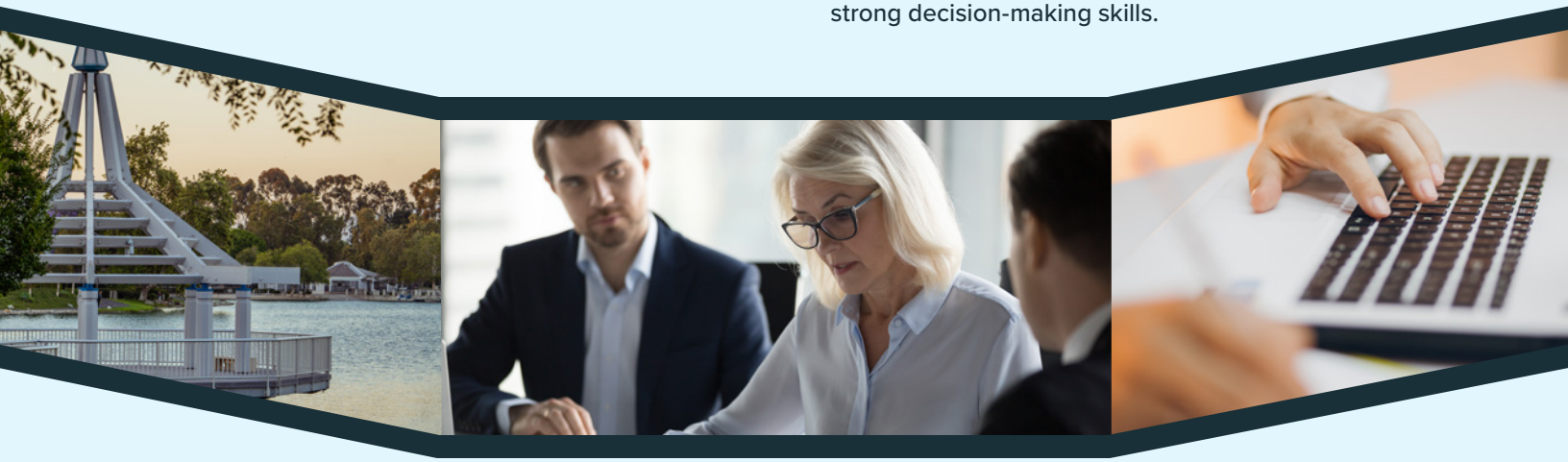
Economic Development Manager

Irvine's leadership believes passionately that in order to be a truly effective organization capable of living out its mission, the City must always start with a focus on people. When we collaborate together, we continue to improve services and expand our thinking to bring new ideas to life and serve the Irvine community. With this in mind, we seek an innovative leader to serve as the next Economic Development Manager!

To meet the standards of this high-performing organization, Irvine expects more than just someone with sophisticated technical knowledge and skills. The successful candidate will also be an authentic leader who is grounded in humility and appreciates the critical importance people play in building a successful organization.

The Economic Development Manager will be a creative thinker with an uncanny ability to partner with Irvine's prestigious business community and foster strong working relationships with key stakeholders, non-profits, regulators, and allied public agencies to attract and retain businesses in new ways. Also, experience with economic development, marketing, real property management, and business development is desirable. This is a unique opportunity for a candidate looking to serve a city laser-focused on offering an exceptional quality of life.

- Need to have the ability to facilitate and collaborate among multiple stakeholders.
- Proactive approach with a demonstrated ability to define and achieve goals, both independently and within a team setting.
- Exceptional professional judgment and strong report writing, presentation, and interpersonal skills.
- Personal integrity and dedication to excellent customer service.
- Strategic, innovative, and creative approach to developing new approaches, programs, and policies.
- Adaptable and flexible to changing needs.
- Experience presenting to City Council or other discretionary audiences and working with executive management and diverse stakeholders.
- Political acumen and the ability to manage change and foster effective working relationships.
- Exhibit critical thinking, sound judgment, and strong decision-making skills.



MINIMUM QUALIFICATIONS

- Bachelor degree in Public Administration, Business Administration, Real Estate, Urban Planning, Finance, Economics or closely related field.
- Six (6) years of increasingly responsible management or supervisory experience in complex program administration, acquisition or other general administration of complex functions, preferably in a municipal government development environment or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

DEPARTMENT

The City Manager's Office is responsible for the implementation of decisions established by the Irvine City Council and the coordination of those efforts through the various City departments. The City Manager's Office includes legislative support, policy implementation, budget development and strategic planning, economic development, health and wellness, elections, communication services, and legal service functions of the City. In addition, the office provides leadership for the operational departments.

The City Manager's Office assists the City Council in the development and formulation of policies, goals and objectives, and keeps them informed of important community issues. It provides administrative direction to the City's executive directors and is responsible for managing the activities and operations of the City, ensuring the provision of quality services. The City Manager's Office is also responsible for representing the City's interests throughout the region and beyond through coordination of international activities, receiving foreign officials, and promoting business development with foreign countries.

CITY OF IRVINE

TOP WORK PLACES 2022

THE ORANGE COUNTY REGISTER

The City of Irvine is a Charter City operating under a Council/Manager form of government. Its nine departments include Administrative Services, City Manager's Office, City Clerk's Office, Community Development, Community Services, Human Resources, Project Delivery & Sustainability, Public Safety, and Public Works & Transportation. Since its incorporation in 1971, Irvine has become a nationally recognized City, with a population of over 310,000 that spans 66 square miles and is recognized as one of America's safest and most successfully master-planned urban communities. In 2021, Irvine was the fastest-growing city in California and is now the 13th-largest city in the State by population. Irvine is home to over 20,000 businesses and several robust industry clusters, including life sciences, information technology, aerospace, advanced manufacturing, and digital arts and media. Top-rated educational institutions like UC Irvine, an enterprising business atmosphere, sound environmental stewardship, and respect for diversity, equity, and inclusion all contribute to Irvine's high quality of life. This family-friendly city features more than 16,000 acres of parks, sports fields, and dedicated open space and is the home of the Great Park. Other notable attractions include the Irvine Spectrum Center, Irvine Barclay Theatre, and Bommer Canyon.

IRVINE REMAINS THE

SAFEST CITY IN AMERICA

FOR THE 17TH CONSECUTIVE YEAR, BASED UPON FBI STATISTICS FOR VIOLENT CRIMES.

SALARY:

$121,763.20 – $189,737.60

Annually Depending on Qualification

BENEFITS PACKAGE*

The City of Irvine offers a highly competitive compensation and benefits package including:

RETIREMENT

CalPERS 2% at 62 formula for new CalPERS members; or 2% at 55 formula for existing CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency.

HEALTH PLAN

The City currently offers medical, dental, and vision insurance coverage for employees and their dependents. In addition, the City provides life insurance and a disability plan for employees.

LEAVE TIME

120 to 200 hours of annual vacation accrual, depending on years of service; 12 paid holidays per year; 96 hours of sick leave per year; 60 hours of administrative leave per year; and 80 hours of annual personal leave.

CAR ALLOWANCE

The City provides a monthly car allowance of $300.

MANAGEMENT INCENTIVE COMPENSATION

The City offers additional compensation in the amount of 3% above base salary.

PARENTHOOD LEAVE

160 hours of paid parenthood leave within 1 year of birth or adoption.

CELLULAR PHONE ALLOWANCE

The City provides a monthly cellular phone allowance of $100 plus a reimbursement of up to $1,000 for cellular equipment once every two years.

EMPLOYEE DISCOUNTS

Entertainment discounts available for many theme parks and attractions throughout Orange County and San Diego.

FLEXIBLE SCHEDULE

City employees may work a 9/80 hour work week schedule.

EMPLOYEE DEVELOPMENT

Health and Wellness Benefit of $1,000 per year for work-related expenses, training costs, and other unreimbursed expenses.

WELLNESS PROGRAM

City Wellness program that includes on-site fitness centers.

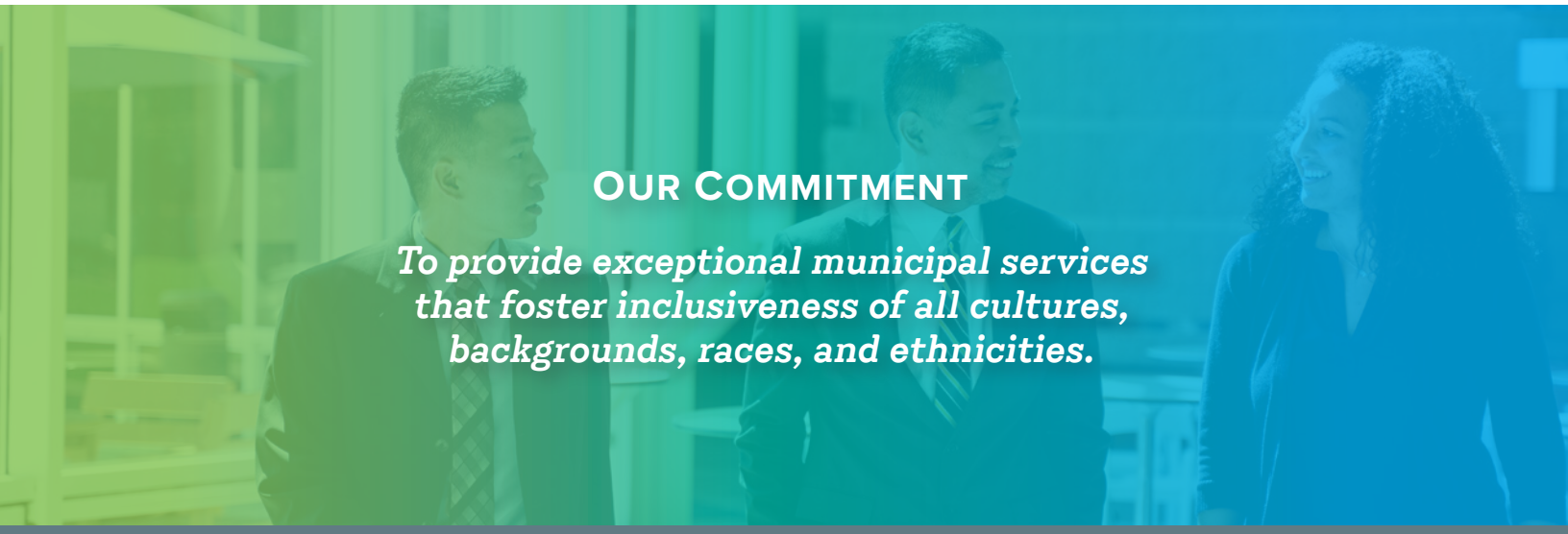
DEFERRED COMPENSATION

The City shall contribute an amount equal to 4% of an employee's base salary in a deferred compensation account.

*Please note that benefits may vary depending on timing of hire and individual circumstances.

The City of Irvine is recognized as one of the most ethnically diverse and fully integrated cities in the country. With a population of more than 310,000 residents, the City has grown significantly since its incorporation in 1971. Many residents, businesses, and employees have selected Irvine to live and work because of its history of celebrating diversity, equity, and inclusion. The City is committed to ensuring that every person living and working in our community is treated with fairness, and has access to equitable services and opportunities.

Our commitment is to promote diversity in the City of Irvine workforce by recruiting highly qualified candidates and fostering meaningful collaborative partnerships with City departments and the community. The City of Irvine is taking steps to ensure we embrace and celebrate diversity in all aspects of our community and foster a workplace environment that is inclusive of all cultures, backgrounds, races, and ethnicities.



Our Commitment

To provide exceptional municipal services that foster inclusiveness of all cultures, backgrounds, races, and ethnicities.

One Team, with One Focus...As

THE ONE IRVINE FRAMEWORK

We strive to be different from other cities!

- We are One Team that exists to serve our community in the continual pursuit of a City that offers an exceptional quality of life.
- We have One Focus...to differentiate ourselves by maintaining an intense focus on establishing Irvine as a learning organization that will serve as an incubative launching pad for people, ideas, programs, and careers.

THE IMPORTANCE OF ORGANIZATIONAL CULTURE & FIT IN IRVINE

- The leadership team at the City has spent time working to articulate the kind of organizational culture that we want to create in Irvine.
- Internally, we use the phrase One Irvine to articulate how we've organized our purpose and our values as an organization.

In Irvine, we have worked to develop a workplace culture built around the premise that people are the most important foundational element that will drive long-term success for our community. To further that objective, we have spent time identifying explicitly that we expect members of our team to embrace a team-oriented model, as defined through our **One Irvine** values framework.

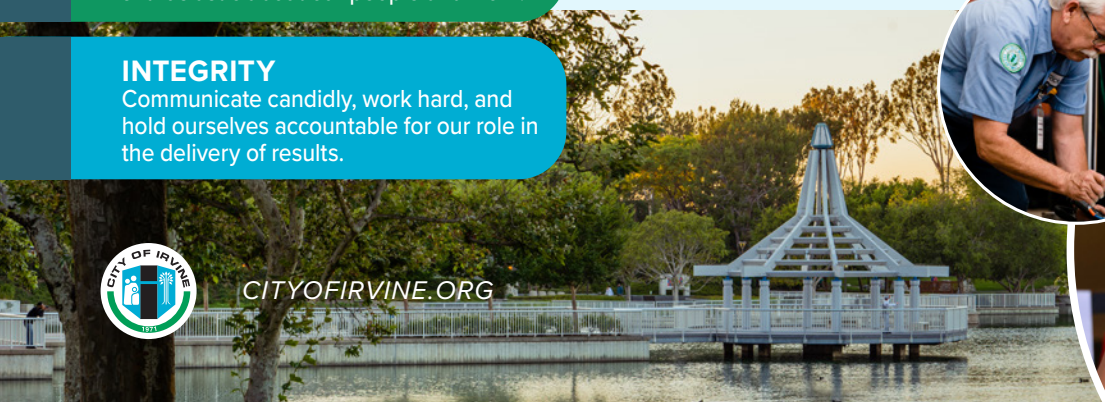
HUMILITY
Consistently put the needs of the team ahead of individual self-interest.

INNOVATION
Ensure process discipline, while also embracing a continuous improvement philosophy.

EMPATHY
Include everyone by respecting, listening, helping, and appreciating others.

PASSION
Show initiative and courage while staying enthusiastic about our people and work.

INTEGRITY
Communicate candidly, work hard, and hold ourselves accountable for our role in the delivery of results.



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APPLY HERE

To be considered for this position, please submit an online application and attach a **resume** and **cover letter** by **June 9, 2023.**

FOR QUESTIONS AND INQUIRIES, CONTACT:

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