



# CITY OF VALLEJO

INVITES YOUR INTEREST IN THE POSITION OF  
**ECONOMIC DEVELOPMENT MANAGER**



## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 122,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area

has to offer. Golf, museums, performing arts boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

## CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2021-2022 total budget of over \$264 million, with a General Fund of approximately \$120 million. The City has an authorized staff of 681 FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and Six-Council Members elected in districts, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

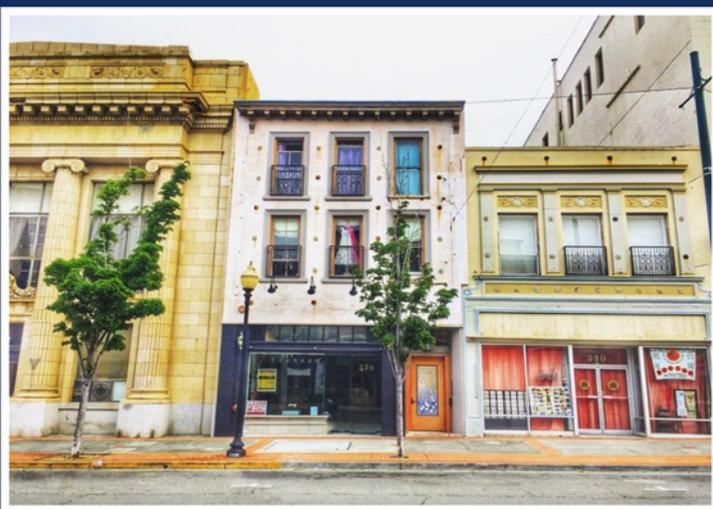
- Ensure financial stability of City Government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government

## THE DIVISION

The City of Vallejo's Economic Development Division supports economic growth in Vallejo. The Division's services include implementing/maintaining a centralized economic development strategy; new business recruitment, technical assistance for existing Vallejo businesses, business attraction and retention, site selection assistance for new and existing businesses, job creation; inclusive growth; and facilitation of development on catalyst sites including Mare Island and the Waterfront. The primary goals of the division are to increase the tax base and employment opportunities in Vallejo.

The Economic Development Division is housed under the Planning and Development Services Department. This position reports to the Planning and Development Services Director. The Division is supported by an Economic Development Manager (vacant), three Economic Development Program Managers, a Senior Community Development Analyst, and a Secretary.

During the pandemic, the Economic Development Division collaborated with the Small Business Development Board of Solano County to obtain and award 45 Vallejo businesses with micro-grants ranging from \$5000-\$10,000, totaling \$250K. For some businesses, these funds were the only thing that kept them from having to close their doors in Vallejo forever.



## THE POSITION

The City of Vallejo is seeking an experienced, strategic, and highly motivated individual to fill the Economic Development Manager position. The Economic Development Manager is a vital position for the City, providing strategic recommendations; managing the program marketing; business attraction and retention; successor agency oversight; building and strengthening relationships with key external partners across the private, public, and non-profit sectors, including businesses and developers, community groups, State and Federal partners, and local non-profit and educational institutions; and providing highly responsible and complex recommendations and support to the Planning and Development Services Director and City Manager regarding collaborative initiatives with local and regional public and private organizations, and other related matters such as regional economic development initiatives, incentives, housing, and workforce development.

## THE IDEAL CANDIDATE

Qualified candidates for the Economic Development Manager will have at least four years of increasingly responsible experience in economic development, including two years of administrative and supervisory responsibility. A Bachelor's degree from an accredited college or university with major course work in business administration, urban planning, public administration, or a related field.

Ideal candidates will have seven years of experience; a Master's degree; strong oral and written communication skills; the ability to comfortably and confidently deliver presentations; effectively partner with other local government agencies, nonprofits, and a variety of community stakeholders; and strategically negotiate contracts.

## COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$147,482.19**, with an additional cost of living increase of 2% in July.

## BENEFITS

Some of our benefits include the following:

- Retirement: The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 7%
- Deferred Compensation: The City offers voluntary 457 plan
- Health Insurance: The City participates in the CalPERS Health Benefits Program
- Dental: Delta Dental (City pays premium)
- Vision: Vision Service Plan –VSP (City pays premium)
- Vacation: 80 hours (0-4 years of service); 120 hours (4-10 years of service); 160 hours (10-20 years of service); 200 hours (20-26 years of service); 224 hours (more than 26 years of service)
- Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis
- Sick Leave: 12 hours per month
- Life Insurance and AD&D: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee
- Flexible Spending Account (FSA) - Offered to employee and eligible family members.
- Education Reimbursement: Up to \$2,000

\*\* The City of Vallejo is a Social Security participant



## APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at: <https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted. Candidates must attach a cover letter, resume, and 3-5 professional references to their online application for it to be considered complete.

The application period for this position will close May 11, 2022. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.