



## SENIOR DEVELOPMENT SPECIALIST Classification Specification Non-Represented Management

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under direction, performs a variety of complex activities in the analysis, design, implementation, coordination, evaluation and monitoring of City programs and objectives that include the creation of economic and business development opportunities; attraction of businesses to the community; retention of businesses within the community; revitalization of commercial districts; the preservation of property and improvement of land use; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Development Specialist** is a Non-Represented position in the Management Classification responsible for performing complex activities in the areas of economic and community development. Incumbents work with a great deal of independence and must demonstrate a great deal of sensitivity and sound judgment in performing their functions. This classification is distinguished from the Senior Management Analyst in that the responsibilities are focused specifically on economic, business and community development.

### **SUPERVISION RECEIVED/EXERCISED:**

Direction is received from the City Manager and/or designee. Incumbents exercise direct technical and functional supervision over lower level professional, technical and clerical staff.

**ESSENTIAL FUNCTIONS:** *(The following is a typical list of duties assigned to the Senior Development Specialist. The duties included in this list are examples and are not intended to be all-inclusive or restrictive.)*

- Performs the full array of difficult and complex duties relative to assignments in economic development, community development, and project management situations where development goals have been established but development concepts and/or projects have not.



## City of Hesperia

- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties.
- Develops and implements specific development concepts and projects in support of established goals and programs.
- Administers the City's Community Development Block Grant and Community Assistance programs, including the development, coordination, and implementation of approved and required activities.
- Develops and implements marketing strategies to attract businesses and industries to expand economic opportunities, consistent with the City's strategic plans; oversees the development of marketing materials and plans; contacts commercial, industrial, and manufacturing concerns for potential relocation to the City.
- Assists businesses relocating to the City by streamlining the process in coordination with the Development Services Department, establishing and maintaining positive relationships; implements City related business attraction and retention incentive programs.
- Oversees the Hesperia Housing Authority's responsibilities including the development, coordination, and implementation of related activities.
- Identifies and seeks community development related funding through grants from Federal, State, local and private sources; facilitates and monitors the implementation of funded programs; develops relevant marketing materials for related housing and other programs.
- Conducts research and performs analysis for special projects; provides assistance in implementing project recommendations; review, analyses, and makes recommendations on state and federal legislation.
- Prepares detailed, concise, and comprehensive reports relative to assigned program areas.
- Develops and fosters positive business relationship with the real estate, development and associated industries.
- May assign, supervise and evaluate the work of contractors and lower level staff.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves issues.
- Represents the City on various committees. Must be able to work a flexible schedule to accommodate City needs.



- Perform other related and peripheral duties as required and necessary for the successful performance of this job.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Development Specialist. A typical way of obtaining the required qualifications is to possess the equivalent of three to four years of directly related experience with economic development, community development, complex project management, a Bachelor's degree from an accredited college or university in public administration, business administration, or a related field, and a High School diploma or GED.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class "C" California driver's license.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of economic development, community development, development techniques, development financing, construction methods, resources, and materials; methods and techniques for researching program or reviewing projects; methods for gathering and presenting statistical and technical reports; Federal, State and local laws, regulations and procedures concerning economic development, including environmental and planning regulations; Federal and State funded development programs, such as Community Development Block Grant program; principles, practices and techniques of housing and community development grant administration; principles and practices of public administration, including budgeting and municipal finance.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

**Ability to:**

Develop and implement specific development concepts and projects. Work collaboratively and creatively to enhance economic and community development. Administer and monitor economic development programs in accordance with Federal, State, and local laws, rules and regulations; develop marketing materials relative to City



projects; research and analyze economic development and community development needs; develop, create and implement economic development and community development projects, including scheduling, tracking, facilitating and monitor of activities; develop and prepare policies and procedures; work independently; establish and maintain positive and effective working relationships with those encountered in the course of work; researches data and prepare clear, concise and understandable reports and presentations; work confidentially using discretion.

**WORKING CONDITIONS:**

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Revised February 1999  
Working Conditions and Formatting Revised July 2008  
Revised September 2020