



is seeking a results-oriented leader to serve as

## Economic Development Manager

### THE COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT

A chapter from Vallejo's history closed in 2011 when it emerged from bankruptcy and charted a course to balance its budget and return economic prosperity to the City. Upon his appointment as City Manager in March 2012, Daniel Keen was charged with maintaining budgetary stability, continuing city services wherever possible and leading the City into a future of renewal and revitalization. A former planner, the City Manager believed that the Community and Economic Development Department would play a crucial role in the implementation of a consistent, wide-ranging approach to the future planning and physical development of the City of Vallejo. In October, 2013, Mark Sawicki was appointed as the Department's new Director, bringing a strong background in economic and urban development.

The Community and Economic Development Department is comprised of the Planning, Building and Economic Development Divisions. Its purpose is to promote quality development and increased investment in the community, and to efficiently facilitate the development review and inspection process to meet community goals for development, and promote health and safety.

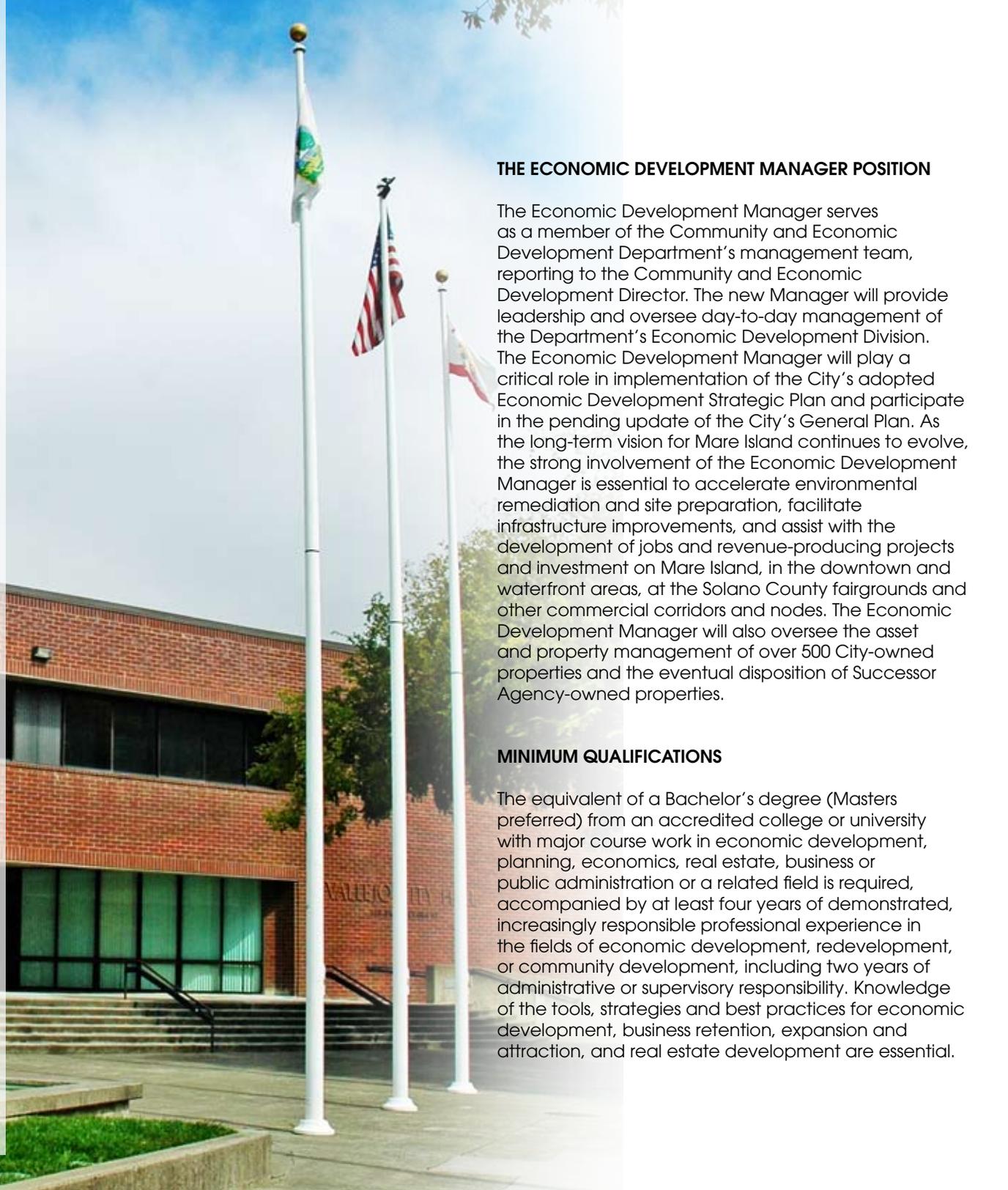
As currently organized, the Economic Development Division assists to strengthen and broaden Vallejo's tax base, partnering with the private sector whenever possible for the development and revitalization of commercial, retail, and industrial locations, particularly in the downtown/waterfront areas, in the County fairgrounds area, and on Mare Island.

### THE ECONOMIC DEVELOPMENT MANAGER POSITION

The Economic Development Manager serves as a member of the Community and Economic Development Department's management team, reporting to the Community and Economic Development Director. The new Manager will provide leadership and oversee day-to-day management of the Department's Economic Development Division. The Economic Development Manager will play a critical role in implementation of the City's adopted Economic Development Strategic Plan and participate in the pending update of the City's General Plan. As the long-term vision for Mare Island continues to evolve, the strong involvement of the Economic Development Manager is essential to accelerate environmental remediation and site preparation, facilitate infrastructure improvements, and assist with the development of jobs and revenue-producing projects and investment on Mare Island, in the downtown and waterfront areas, at the Solano County fairgrounds and other commercial corridors and nodes. The Economic Development Manager will also oversee the asset and property management of over 500 City-owned properties and the eventual disposition of Successor Agency-owned properties.

### MINIMUM QUALIFICATIONS

The equivalent of a Bachelor's degree (Masters preferred) from an accredited college or university with major course work in economic development, planning, economics, real estate, business or public administration or a related field is required, accompanied by at least four years of demonstrated, increasingly responsible professional experience in the fields of economic development, redevelopment, or community development, including two years of administrative or supervisory responsibility. Knowledge of the tools, strategies and best practices for economic development, business retention, expansion and attraction, and real estate development are essential.



## THE “IDEAL” ECONOMIC DEVELOPMENT MANAGER FOR VALLEJO

The successful candidate will be able to demonstrate experience in taking a lead role in the implementation of an effective economic development strategy for a medium-sized city. The ideal Economic Development Manager will be able to utilize their broad-based economic development experience to nurture a strong economic base in Vallejo and promote high quality, appropriate and desirable commercial and residential development projects. The ideal Economic Development Manager will also be a high energy person who understands that success in this position cannot be fully achieved within an office and who possesses an in-depth knowledge of economic development concepts, programs and techniques that will work for the City of Vallejo including marketing, advertising and networking among current and prospective business and community members.

The ideal Economic Development Manager for Vallejo will also be someone who is:

### ❖ Service Oriented

Is well-connected and respected within the profession, based upon a proven track record of successful service delivery in economic development. Understands the needs of businesses and incentives (knowing when they are or are not necessary), allowing him/her to effectively communicate and interact with targeted companies.

### ❖ Results Oriented

Has a track record of accomplishment as a person with an orientation with high results. Understands the importance of the review process, but is more oriented to achieving results and “getting things done”. Can quickly know when a project fits within the City’s economic development goals.

### ❖ Relationship Oriented

Works with existing and prospective businesses, developers, brokers and residents in a manner that builds trust and respect, based on shared values and goals for the long-term success and well-being of the entire community.

### ❖ Responsive and Accessible

Provides accurate and timely information in response to inquiries from the public, City Council, City Manager and other City departments. Has a demonstrated commitment to transparency in public engagement processes and openness to public input.

### ❖ Creative

Is an “out-of-the-box” thinker who demonstrates a willingness to try non-conventional public sector approaches to challenging economic development issues facing the community. Brings to the position a demonstrable career history of innovation and creativity.

### ❖ Astute and Professional

Exercises good judgment in working with the public, community groups and the City Council in a constructive, straightforward manner no matter how volatile or controversial the issue. Has a thick skin and will be calm and composed under pressure.

### ❖ Effective Communicator

Is an active listener that can express concepts clearly and concisely in verbal, written and graphical form. Can prepare and deliver clear, interesting and informative presentations in public settings in a positive, confident and constructive manner.

### ❖ Ethical and Engaged Leadership

Models high integrity and honesty, is visible and accessible to department staff, and is actively involved in what is important in the department. Engages department staff in decision-making on a regular basis, promotes professional development, communicates regularly with staff about department priorities, and is a builder of capacity in the Economic Development Division of the department. Would like to maintain a reputation as a leader in the



field of Economic Development and considers Vallejo as the organization and setting that will provide that opportunity.

### ❖ Collaborative

Can work well with other City departments and outside agencies, work in partnership with the Community and Economic Development Director, Planning Manager and Chief Building Official and can utilize his/her integrity and effective communication skills to function effectively in a team-oriented organization.

### ❖ Flexible

Is capable of handling multiple, shifting priorities in a competent, composed and focused manner.

### ❖ Tech Savvy

Is resourceful in identifying and using the appropriate technology to develop and promote economic development programs and services. Has excellent analytical skills and can assess and effectively present the benefits and costs of alternative programs, projects and strategies.

### ❖ Knowledgeable

- Brings a demonstrated understanding of a variety of successful tools, strategies and best practices for business retention, expansion and attraction, and promoting new investment and development.

- Brings knowledge of the principles associated with navigating complex Federal processes and procedures regarding military base closure and reuse that may be required to initiate or implement economic development projects on Mare Island.

- Will be effective in obtaining grants, knowing where and when grant funds will be available, how to win approvals, and how to appropriately manage grant funded projects.



## REASONS TO CONSIDER THE ECONOMIC DEVELOPMENT MANAGER POSITION IN VALLEJO

- \* The exciting projects and economic development possibilities in Vallejo are extensive. It is an exciting time to lead economic development efforts with a progress-oriented team in Vallejo.
- \* The City Council has approved an Economic Development Strategic Plan where the focus is now on implementation. Vallejo voters approved a one-cent sales tax increase in 2011 in support of city services for the next ten years which will provide substantial financial support for a broad range of economic development-related services such as marketing, business retention and expansion, retail recruitment and other exciting initiatives.
- \* The Economic Development Manager will have a high profile within the city organization and community. Future land use and economic development opportunities on Mare Island are very promising and have the potential of significantly strengthening the City's tax base.
- \* The City is beginning the process to update the General Plan and zoning code, which will set the stage for implementation of the Economic Development Strategic Plan. The Economic Development Manager will assist the Department in guiding the community toward finding the appropriate balance of quality of life and promoting new development.
- \* The City of Vallejo and the surrounding region offer an exceptional quality of life and climate and is a wonderful area in which to live, work and play.





## VALLEJO TODAY

Vallejo, home to 116,500 residents, is a San Francisco Bay Area city situated in Southern Solano County on San Pablo Bay. Located 32 miles northeast of San Francisco, residents and visitors enjoy the convenience of the City's access to Interstate Freeways 80 and 780/680, as well as its close proximity to the major wine producing valleys of Sonoma and Napa via State Highways 29 and 37. Vallejo could be described as a mid-sized city with a small-town feel but with urban sensibilities. Its historic downtown and landmark heritage and vintage housing districts are highly valued by the community. One of the city's strengths is its historic, multi-cultural diversity that is protective of its quality of life and proud of its distinct neighborhoods, master-planned communities and commercial development. The City provides residents and commuters excellent public transportation through the **Solano Transit** bus system (with BART and Amtrak connections) and the **Baylink Ferry**, which provides residents and commuters fast, comfortable and frequent ferry service to downtown San Francisco. Vallejo also enjoys a mild, Mediterranean climate year-round, complemented by the gentle breezes that arrive from twenty miles of scenic waterfront. Additional information about Vallejo can be found at the City's website, [www.ci.vallejo.ca.us](http://www.ci.vallejo.ca.us).

Vallejo covers over 53 square miles of land and waterway and is the home of historic Mare Island, a former naval shipyard that once was the largest ship construction facility in the world. Lennar Mare Island has since transformed the

South end of the island into a modern, vibrant and sophisticated mixed-use commercial district that features a town center, historic core and waterfront promenade. The Lennar Mare Island development offers office and industrial space that is capable of meeting most commercial requirements. An ample array of berth and dry dock areas also afford Mare Island the capability of accommodating many maritime uses. Four urban-style residential neighborhoods with more than 1,400 homes are planned. The Northern side of Mare Island is city-owned and slated for future development.

Vallejo provides many quality options for residents in the areas of education, health care, arts and culture and recreation. Vallejo is home to the **California Maritime Academy**, part of the California State University system, and the only maritime college in the Western United States. **Touro University**, with four colleges (Osteopathic Medicine, Health Sciences, Education and Pharmacy), is an expanding graduate education institution focusing on health careers and teacher preparation programs. **Solano Community College** is a 10 acre site in the Northgate area accommodating over 3000 students. Public Schools include the K-12 **Vallejo City Unified School District** that serves 17,000 students and Charter Schools that include the **Mare Island Technology Academy** and the **K-8 Vallejo Charter School**.

The **Kaiser Permanente Medical Center** is a full-service medical center with 350 physicians and nurse practitioners providing the highest quality health care. **Sutter Solano Medical Center** is part of the Sutter

Health network providing emergency and pediatric care, which includes the **Sutter Solano Cancer Center**. The **St. Helena Hospital Center** for Behavioral Health is a 61 bed facility offering structured therapeutic mental health programs. The **Touro University Medical Center** and outpatient medical facility offers pediatric, adult and geriatric care.

The newly restored **Empress Theater** is a historic, elegant, mixed-use performing arts center located in downtown Vallejo. The **Vallejo Symphony Orchestra** has performed continuously for over 75 years. The **Vallejo Music Theater** is a community theater company producing two musicals a season in addition to a large concert or cabaret series.

Vallejo is home to **Six Flags Discovery Kingdom**, America's only combination marine life, wildlife and wild rides theme park, located on 135 acres in the center of the city. The **Greater Vallejo Recreation District** oversees Vallejo's 36 parks, 4 community centers, an Olympic size pool and offers a wide range of activities to residents.



## COMPENSATION/BENEFITS

The City of Vallejo offers an attractive and competitive salary and benefit package. All salary and benefits are subject to adjustment following completion of bargaining unit negotiations later this year. The salary range is currently set at **\$107,359 - \$125,855** and the appointment can be made anywhere within the range depending upon the experience and qualifications of the successful candidate.

- Retirement offered through the California Public Employee Retirement System (PERS). Classic members receive the 2.7% @ 55 formula. Employee pays 9%. New members of PERS as of January 1, 2013, or those who have been outside of PERS-benefited employment for six months or more, will have a pension formula of 2% @ 62. Employee pays 6.25%. Full Social Security benefits: employee pays 7.65%.
- Health Insurance covering employee, spouse, and dependent children under the age of 26 is offered through the PERS Hospital and Medical Care Act (domestic partner and dependent children included) – employee selects one of approximately seven available plans. City pays \$300/month and the difference between \$300 and up to 75% of Kaiser Bay Area Rate at each level of coverage through IRS Section 125 cafeteria plan. Employee responsible for difference between selected plan and maximum City contribution.
- Medical Flex Benefit offered - \$250/month in lieu of City-paid medical insurance if employee has other medical coverage.
- Dental Insurance – Delta Dental Plan of California - \$2,000 annually maximum for employee, spouse and dependent children under age 23 (domestic partner and children included). City pays 75% of premium.
- Vision Plan – Vision Service Plan, exam every 12 months, lenses and frames every 12 months, if needed, for employee, spouse, dependent children under age 23 (domestic partner and children included). City pays 75% of premium.
- Eleven paid holidays per year.
- Employees may take paid vacation leave upon accrual – 10 working days for 0-3 years service; 15 working days for 3-9 years service; 20 working days for 9-15 years service; 25 working days for 15+ years service.
- Sick Leave is 1 day for each full month of employment and employee may take paid leave upon accrual.
- Bereavement Leave is up to 3 days Sick Leave.
- General Flex Benefit provided – 120 hours X employee's hourly rate per fiscal year to be taken in cash.
- Long Term Disability is city paid – 66-2/3% of monthly salary for a maximum monthly benefit of \$7,000.
- Employee Assistance Program is city paid – five visits/year for employee and each eligible family member (domestic partner and children included).
- Workers Compensation is city paid with up to 90 working days full salary and benefits with temporary disability afterwards.
- Deferred compensation is an elective benefit with 100% employee contribution. The City offers an optional 457 Deferred Compensation Program – the 2013 maximum annual contribution is \$17,500.



## TO BE CONSIDERED

If you are interested in being considered for this exceptional career opportunity, please submit a resume, cover letter and salary history electronically to:

Clark Wurzberger • The Mercer Group, Inc.  
P.O. Box 546 • Weimar, California 95736  
(530) 637-4559 • Fax (530) 637-1048  
Email: cwurzberger@mercergroupinc.com

Electronic applications are encouraged. The resume deadline is: December 9, 2013. City application is required. Following the resume due date, candidates will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will receive preliminary interviews with the Consultant. The most qualified candidates will be referred to the Community and Economic Development Director for further consideration. Finalist candidates will be invited to Vallejo to interview with the Director beginning the week of January 6, 2014. Work history reference checks will be conducted only after candidates provide their permission.

The City of Vallejo is an Equal Opportunity Employer and values diversity at all levels of its workforce. Women and minority candidates are encouraged to apply.

## PROPOSED RECRUITMENT SCHEDULE

| <b>12/9/ 2013</b>     | <b>Resume Due Date</b>   |
|-----------------------|--|
| <b>12/9 – 12/13</b>   | Review and Screening of Resumes  |
| <b>12/13 – 12/23</b>  | Consultant Interviews and Completion of Supplemental Questionnaires by the More Qualified Candidates   |
| Week of <b>12/30</b>  | Community and Economic Development Screening of Recommended Semi-Finalist Candidates   |
| Week of <b>1/6/14</b> | Individual Interviews of Finalist Candidates in Vallejo with Community Development Director - Possible selection of Economic Development Manager |
| Week of <b>1/13</b>   | Possible panel interviews of Finalists<br>Selection of Economic Development Manager  |
| As Soon As Possible   | Appointment of the Economic Development Manager  |