



INVITES APPLICATIONS FOR THE POSITION OF

SPECIAL PROJECTS MANAGER ECONOMIC DEVELOPMENT

APPLY ONLINE AT WWW.CALOPPS.ORG

SALARY

\$11,663 - \$14,580 per month (\$139,956 - \$174,960 annually)

JOB TYPE

Limited Term Appointment (expires on June 30, 2024)

FILING DEADLINE

Wednesday, August 10, 2022, at 11:59 PM

THE POSITION

Are you looking for a great place to grow? Are you looking for an opportunity to work alongside employees who are committed to dedicating and promoting the City's positive economic climate? If so, submit your application for consideration in filling our limited term vacancy in the Economic Development Department, as the next Special Projects Manager.

This role will work heavily with ARPA – American Rescue Plan Act of 2021. Under direction from the Economic Development Director, this Special Project Manager will manage local aspects of the American Rescue Plan Act (ARPA) funds and the City's Business Recovery Playbook. **This Limited Term appointment shall expire on June 30, 2024.**

IDEAL CANDIDATE

The ideal candidate for Special Projects Manager has experience in performance management, process improvements, and can work in a fast-paced environment with tight deadlines. The candidate will be a dedicated individual who possesses analytical skills and innovative ideas. Candidates should have demonstrated project management skills from the development of a program and its policies to its execution and day-to-day oversight.

This person enjoys doing research, can gather, and analyze data pertinent to city-wide projects and programs, and possesses strong verbal/written communication, critical thinking, analytical, and project planning/management skills. Candidates should also be adept at establishing productive partnerships with current leadership and staff.

- Develops and manages the operations of grants and business programs.
- Conducts research and analysis on a variety of issues, either independently or as assigned.
- Assists in administration and evaluation of contract services.
- Prepares and presents clear and concise written and oral reports.
- Attends on and off-site meetings during day and evening hours.
- Provides assistance to the public and others on the phone and in person.

- Respect and value being in a workplace where people of all backgrounds and cultures feel included, welcome, and valued.
- Be able to assess and initiate things independently and make decisions based on careful thought.

CORE COMPETENCIES

- **Attention to detail:** The ideal candidate will be a dedicated individual who possesses analytical skills and innovative ideas. Candidates should have demonstrated experience collecting and analyzing data in support of a government agency's fiscal operations.
- **Change Resiliency:** Uses knowledge and experience to support & influence team members in accomplishing organizational priorities, goals, and results.
- **Communication:** Keeps relevant people accurately informed and up to date of both positive and potentially negative information.
- **Customer Service:** Skillfully serves diverse customer base.
- **Decision Making:** Anticipates and seeks an understanding of the impact and implications of decisions on planned outcome or results.
- **Initiative:** Does things that no one has requested that will improve or enhance services, avoid problems, or develop new opportunities.
- **Influence:** Has an awareness of organizational goals while collaboratively navigating solutions towards desired outcome.
- **Results Orientation/Execution:** Recognizes potential effects to the general public and takes that into account when making liability decisions.

EXAMPLES OF DUTIES

The following key elements describe the basic duties and responsibilities of the position:

- COVID-19 Economic Development Program Management (100%)
- Manage the ongoing operations and reporting requirements for the COVID Small Business Emergency Microloan program
- Manage the ongoing operations and reporting requirements for the COVID Residential Rental Assistance Grant program
- Manage the ongoing operations and reporting requirements for the COVID Outdoor Operations Grant program
- Manage the ongoing operations for the Taste the World online passport campaign
- Manage the ongoing efforts as part of the City's Business Recovery Playbook which includes, but is not limited to business surveys, business roundtables, business webinars, job fairs, etc.
- Administer the Loyalty Rewards Program
- Administer the Business Navigator Program
- Research/write/format COVID Dublin Business Brief electronic newsletters (frequency varies)
- Update Business Impacts COVID webpages (as needed)
- Update Business Resource Guide (as needed)
- Monitor COVID-related trainings and seminars from the SBA, NorCal SBDC, etc.
- Monitor Federal and State COVID programs (EIDL, PPP, etc.)
- Monitor email lists (County website, State website for news about changes to orders impacting businesses)
- Customer Service re: Covid-related orders or programs (talk or email with business owners)

QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration finance, communications, or a closely related field. A Master's degree is preferred.
2. Experience: Four years of increasingly responsible full-time professional experience in an administrative management and/or operations capacity for a local government agency which included project administration

and/or experience in assigned program area. Lead or supervisory experience desirable. A Master's degree may be substituted for one year of the required experience.

3. Licenses: Possession of a valid California Class C Driver's License and Certificate of Automobile Insurance for Personal Liability.

Knowledge of

- Modern public administration and management principles, practices and procedures.
- Statistical methodology, research techniques and procedures.
- Principles and practices of budgetary and financial record keeping.
- Fiscal Analysis.
- Effective techniques and methods of leadership and supervision.
- Methods of technical and analytical report preparation and presentation
- Effective public speaking techniques.
- The organization and functions of local government.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures and computer equipment. Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.

Ability to

- Organize and direct assigned program areas and/or Divisions of the City Manager's Office.
- Perform complex work related to assigned program areas and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion. Interpret and apply City policies, ordinances, laws, procedures, rules and regulations as related to assigned program areas.
- Deal effectively with City staff and representatives of various public and private agencies;
- Prepare written material regarding local government activities and assigned programs and make public presentation of materials.
- Write with sufficient clarity to produce clear, concise and readable reports on a wide variety of topics. Prepare and administer a municipal budget. Supervise, train and evaluate personnel, as appropriate.
- Work a flexible schedule including evening and weekend hours.
- Handle pressure of deadlines and work on several projects or processes at the same time.
- Communicate clearly and concisely, both orally and in writing.

BENEFITS

The City of Dublin offers an attractive salary compensation and benefits plan in a professional, growth-oriented environment. The salary range for the **SPECIAL PROJECTS MANAGER** position is \$11,663 - \$14,580 per month (\$139,956 - \$174,960 annually). The following benefits will complete the compensation package:

- Classic CalPERS Members – 2.7%@55; EPMC 0%; 7% Cost Sharing; Single Highest Year
- New CalPERS Members Tier effective 1/1/13 – 2.0%@62; 3.05 Cost Sharing; 3-Year Final Avg. Compensation
- Pay-for-Performance system available
- Choice of medical plans through PERS with the City contributing up to \$1,956.00 per month
- Post-retirement medical provided under Government Code Section 22892(b) as established by the Public Employees' Medical and Hospital Care Act (PEMHCA) through CalPERS; PEMHCA Minimum.
- City-paid full family dental insurance
- City-paid single vision plan; optional family coverage
- IRS Section 125 plan/\$1,000 annual account seed money (HRA)
- City-paid \$50,000 term life insurance
- City-paid long-term disability insurance
- Employee Assistance Plan
- Education reimbursement program
- Wellness reimbursement program \$25 per month
- Civic Service Leave (Volunteer time off) – 8 hours per fiscal year

- Fourteen paid holidays (including two floating holidays) per year
- Administrative Time Off – 64 hours of administrative leave annually, with the option of being paid for up to 20 hours
- Approximately 22 days per year of General Leave in lieu of traditional sick & vacation leave; increases with longevity

In addition to the above benefits, the City offers voluntary participation in a deferred compensation program, short-term disability program, supplemental life insurance, Dependent Care Assistance program and a credit union. The City of Dublin does not participate in the Social Security system except for a mandatory Medicare.

ABOUT THE CITY

The City of Dublin was incorporated in 1982 and is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. According to the 2020 Census, the City has a population of 72,589 within 15.23 square miles. Dublin’s strategic “crossroad” location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City’s customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a “can do” attitude using common sense along with technical/professional knowledge.
- Being committed to high professional standards. A professional attitude encourages an objective approach to analyses of issues.
- Providing information and resources to our customers in a friendly and helpful manner.

THE SELECTION PROCESS

The best qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. Finalists may be requested to submit personal information necessary to conduct a complete background investigation prior to a final selection by the City.

Candidates who successfully complete the interview process may be placed on an employment eligibility list. This list may be canceled at any time, without notice to candidates. All offers of employment are conditional upon the ability to provide verification of authorization to work in the United States. In addition, positions located in the Parks and/or Police Services Department are subject to a background check, including fingerprinting prior to employment.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.

HOW TO APPLY

Apply online at www.CalOpps.org. Once there, click on “Member Agencies,” “City of Dublin,” then on “Special Projects Manager” and “Apply Now.” Applications must be received by 11:59 p.m. on Wednesday, August 10, 2022. No faxed or e-mailed applications or postmarks will be accepted.

SUPPLEMENTAL QUESTIONS

The City of Dublin has determined the need to obtain additional information on selected candidates for the City's Special Projects Manager position. In order to continue in the City's recruitment process, you are required to complete this Supplemental Questionnaire along with your online application in www.CalOpps.org

If you have additional questions regarding the recruitment, please contact Human Resources at (925) 833-6605.

1. Please describe your experience developing and implementing economic development programs, including grants. Please be specific to what your role was, for example, researching best practices, writing the program language, or implementing the program once it had been developed?
2. Please describe your experience and provide examples of strengthening partnerships with external stakeholders such as chambers of commerce, business organizations, nonprofits, etc.
3. How would you describe your work ethic?
4. Please describe your ideal work environment.

THIS ANNOUNCEMENT is meant only as a general description guide and is subject to change. The information contained herein does not constitute an expressed or implied contract of employment and these provisions are subject to change.