

**ECONOMIC DEVELOPMENT DEPARTMENT**

<b><u>Position</u></b>	<b><u>Duties</u></b>	<b><u>Category</u></b>
Director	Oversees and administers the Economic Development Department (EDD). Advises Mayor's Office and City Council on community and economic development programs. Plan, assign and supervise the work of managerial and professional staff. Duties also include staffing and annual budget administration.	1
Deputy Director	Assist the Department Director with the administration of community and economic development programs. Assist with developing and updating policies and procedures; plan, assign and supervise the work of managerial and professional staff. Duties also include staffing and annual budget administration.	1
Assistant Deputy Director Community Development	Assist the Department Director and Deputy Director with managing programs and other special projects to support the City's community and economic development efforts. Oversee the U.S. Department Housing and Urban Development Program (HUD) grant administration by securing and satisfying Federal grant funding, expenditure and reporting requirements. Manage the City's Successor Agency to the former Redevelopment Agency (RDA) for the purposes of winding down the RDA obligations. In partnership with nonprofit agencies, administer and implement the goals and work plans for the federally designated Promise Zone program.	1
Assistant Deputy Director Business Expansion Attraction & Retention	Assist the Department Director and Deputy Director with managing programs and other special projects to support the City's economic development efforts by leading the City's business attraction, expansion, and retention efforts. Consult with the management of businesses to identify and evaluate business needs/challenges; develop and implement marketing programs and incentive plans to resolve complex business management and organization development problems; and implement sound business practices through coordination of services needed from various resources and programs within and outside the department.	1

Program Manager Community Development	Supervises the work of professional staff engaged in the implementation and administration of community and economic development programs to include neighborhood reinvestment initiative, homeless programs and services, and housing programs; CDBG, ESG and general fund grant administration. Meet with the Mayor's Office, other city departments, agencies, contractors and community representatives to recommend management policies and procedures relative to community and economic development objectives.	2
Program Manager Neighborhood Investment	Supervises work of professional staff engaged in the implementation and administration of community and economic development programs and projects associated with San Diego based Business Improvement Districts, Storefront Improvement and Small Business Enhancement programs, and Maintenance Assessment Districts. Coordinate and promote economic programs, incentives and initiatives. Meet with the Mayor's Office, other city departments, agencies, contractors and community representatives and to recommend management policies and procedures relative to community and economic development program objectives.	2
Program Manager Corporate Partnership	Develops mutually beneficial business arrangements and seeks philanthropic support between the City and organizations to generate non-tax revenue or new resources for the City and provide marketing benefits and/or recognition to the partners.	2
Program Manager Fiscal Operations	Supervises the work of professional staff engaged in the administration of EDD operations and fiscal management. Responsible for managing EDD budget; risk management and mitigation; assist with developing and updating policies and procedures; and ensure compliance with rules and regulations.	2
Program Manager Successor Agency	Supervises the work of professional staff engaged in the administration of contracts with Civic San Diego. Responsible for assisting with the transition process; works closely with City departments, Civic San Diego, community stakeholders to complete projects and enforceable obligations; identifies and pursues other revenue sources and monitor legislation that may provide a replacement for former redevelopment programs. Meet with the Mayor's Office, other city departments, agencies, contractors and community representatives to recommend management policies and procedures relative to successor agency program objectives.	2
Program Manager Promise Zone	Administers the San Diego Promise Zone (SDPZ) and is responsible for the day-to-day program administration, working with a group consisting of implementing partners from government entities and non-profit agencies. The SDPZ Manager will be responsible for coordinating and working with the executive committee composed of the co-chairs of the aforementioned working groups to execute programs and projects that meet the City's goal commitments.	2

Supervising Management Analyst (Fiscal Manager)	Manage, direct and supervise the fiscal operations of the EDD; serve as financial and budget specialist for EDD Programs and assist with EDD budget administration; responsible for ensuring fiscal accountability and compliance with federal requirements; and evaluating fiscal performance.	2
Community Development Coordinator	Supervise work of a professional staff engaged in the implementation and administration of community and economic development programs and projects. Meet with the Mayor's Office, other city departments, agencies, contractors, advisory boards and community representatives to recommend management policies and procedures relative to community and economic development program objectives.	2
Community Development Specialist IV (CDS IV)	Plan, direct and coordinate the preparation and implementation of community and economic development programs; serve as liaison officer; oversees projects, contract management and economic research; administers regional business loan programs, business development initiatives, Business Incentive Programs, Maintenance Assessment District (MAD) administration, Transit Occupancy Tax (TOT) administration; responsible for oversight and management of programs and services funded with CDBG, ESG, General fund and other funding sources; responsible for the ongoing reporting, program compliance, monitoring and close-out of projects and programs; coordinate and work with consultants, advisory boards, community based organizations, non-profit entities, general public, other departments and agencies.	2
Senior Management Analyst (Fiscal Analyst)	Supervise the fiscal operations support staff to the Business Expansion Attraction and Retention and Community Development Divisions; responsible for ensuring fiscal accountability and compliance with federal requirements; and evaluating fiscal performance.	2
Community Development Specialist III (Business Finance Officer)	Review process of contracts or payments of credit towards reimbursement agreements, serve as a liaison officer; oversees projects, coordinate and work with consultants, other departments and agencies.	2
Consultants/New Positions	<p>Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:</p> <p>The Assistant Chief Operating Officer or Deputy Chief Operating Officer may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure</p>	3

requirements. The Assistant Chief Operating Officer's or Deputy Chief Operating Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

APPENDIX B  
DISCLOSURE CATEGORY  
**ECONOMIC DEVELOPMENT DEPARTMENT**

**Category 1:** Investments and business positions in any business entity located in or doing business with the City of San Diego.

Income and gifts from sources located in or doing business with the City of San Diego.

Interests in real property located in the City of San Diego, including property located within a two-mile radius of any property owned or used by the City.

Investments and business positions in any firm or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

**Category 2:**

Interests in real property owned or used by any person or business entity that supplies goods or services to the City, that is a tenant of the City, that is an adverse party to the City in a legal proceeding or is granted authority by the City to use City facilities.

Income and gifts from any person or business entity that supplies goods or services to the City, that is a tenant of the City, that; is an adverse party to the City in a legal proceeding, or is granted authority by the City to use City facilities.

For purposes of this category, any person or business entity means any construction or property management firm, tax consultant/professional, real estate broker/professional, for-profit business entity, non-profit economic development entity, non-profit community based entity, non-profit educational institution, financial and/or investment institution doing business in or with the City of San Diego, or having the potential of doing business with the City of San Diego.

Consultants and new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

**Category 3:**

The Assistant Chief Operating Officer or Deputy Chief Operating Officer may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Assistant Chief Operating Officer's or Deputy Chief Operating Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.