



City of South San Francisco

## Deputy Director of Economic and Community Development



## The City

South San Francisco has been a major hub of industry and innovation for 110 years. It is home to the largest biotechnology cluster in the world, including Genentech and more than 200 other biotech firms. The city is also known as a center for food processing, manufacturing, and - more recently – it has attracted Google and other tech firms.

South San Francisco has a friendly, small-town atmosphere, with a diverse, family-oriented population of 66,000. It has welcoming neighborhoods, award-winning parks, and a high quality of life. The charming, historic downtown is currently experiencing an influx of new housing and restaurants. The waterfront offers a marina, open space, and sweeping views of the SF Bay.



Located at the northern tip of Silicon Valley, and minutes away from San Francisco, South San Francisco has a central location that offers convenient access to the entire Bay Area. The city is served by two BART stations, a Ferry terminal, Caltrain, and it is directly adjacent to SFO International Airport.

Proud of its history, South San Francisco has an aggressive vision for its future. The City government is business-friendly, and the local economy is booming, with more than 7.5 million square feet of new development being built over the next three years. The citizens recently passed a sales tax initiative to fund a new library and civic center, which will start construction in 2018. Other projects are now moving forward to improve the waterfront, parkland, transit, and neighborhoods.

## The Department

With its 31 employees, the Department of Economic and Community Development preserves and improves the physical and economic conditions of the South San Francisco community. The three divisions, Building, Planning, and Economic Development and Housing, work together to promote opportunities within the City for development, redevelopment, affording housing, historical preservation, and community enhancement. Recent projects have garnered numerous awards during the past year, including an award from the American Planning Association and no less than three “Real Estate Deal of the Year” Awards, from the San Francisco Business Times.

## The Position

The City of South San Francisco is seeking an experienced and innovative leader who can think strategically and thrive in a fast-paced, collaborative, environment. The Deputy Director of Economic and Community Development, under direction from the department director, will direct and coordinate the Economic Development and Housing Division. The successful candidate will plan, organize, manage and direct the review and implementation of the City’s Economic Development and Housing projects; prepare and present reports to the Economic and Community Development Director on activities, issues, and needs of the division; develop and implement policies, goals and objectives and ensure compliance with applicable laws, ordinances and regulations; provide highly responsible and complex administrative support to the Economic and Community Development Director; serve as the acting Director as assigned; assists in the strategic planning, organization, and high-level management of the Economic and Community Development Department; and perform related work as required.

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To learn more about the future of community development at the City of South San Francisco, please visit our site:

<http://www.ssf.net/247/Economic-Community-Development>



## Opportunities and Challenges

These are exciting times for the Department and the Deputy Director will help shape numerous large projects of all types.

The City of South San Francisco has made economic development a priority. Its growth-oriented approach, numerous incentives and well-developed infrastructure are encouraging aggressive growth. Ongoing and upcoming projects include four major downtown housing projects, expansion of the CalTrain station, a new Costco Business Center, food preparation facilities for Acme Bread and the Munchery, affordable housing projects in the downtown area, facilitation of several biotechnology events, support and the development of several life science campuses, and a resort and housing at Oyster Point.

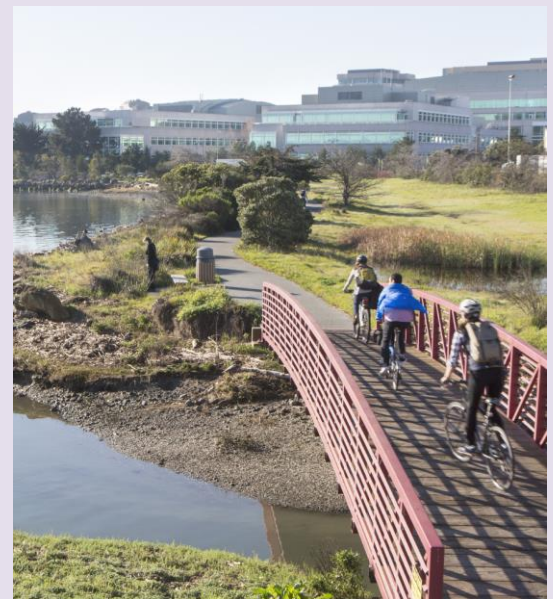
The Deputy Director will have the opportunity to help define the development strategy in the City. In addition, the Deputy Director will promote awareness that the City as an excellent choice for businesses.

Based on community input and consultation, the City has identified a need for public services, affordable housing, economic development, social services, housing, and public facilities improvements. The City has established four goals in order to meet these needs that the Deputy Director will play a key role in achieving: increase, maintain, and improve the supply of affordable housing for extremely low to moderate income individuals/families; preserve and improve public facilities that serve low-income or special needs residents; provide public services to improve the quality of life for low-income individuals and families, including those at risk of becoming homeless and special needs populations; and provide service-enriched shelter and transitional housing for homeless families and individuals.

## Key Responsibilities

In the role of Deputy Director, the individual will:

- Assist the strategic planning, organization, and high-level management of the Department
- Manage the operations of the Economic Development and Housing Department (seven staff) including management of the division's budget, personnel and administrative issues.
- Plan, develop, and administer economic development, housing and community development projects and programs
- Direct negotiation and implementation of real estate development agreements
- Negotiate low-moderate income housing agreements, and housing production and rehabilitation activities
- Identify funding sources, apply for state and federal funds, and obtain construction financing for projects
- Prepare and administering CDBG and Successor Agency funds and budgets
- Manage an affordable housing loan portfolio
- Respond to questions from elected or appointed officials
- Coordinate program activities with other departments
- Promote good community relations
- Investigate and resolve citizen complaints and concerns
- Provide excellent customer service and instill in staff
- Represent the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives
- Provide technical assistance and information to a variety of boards, commissions, and committees



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- Prepare and present a variety of reports and analyses to the City Council, Planning Commission, and City Manager
- Provide comments, analysis and guidance on best practices concerning new and revised codes and standards
- Coordinate the preparation, training for, and implementation of new or revised policies, standards, and regulations
- Build and maintain positive working relationships with co-workers, other City employees

### **Minimum Qualifications**

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

- Five years of progressively more responsible experience in economic development and housing program development and implementation, with at least two years in a supervisory capacity.
- A bachelor's degree from an accredited college or university with major coursework in planning, public administration, economics, or a related field.
- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

### **Compensation and Benefits**

The salary range is \$131,629 to \$159,996 annually, depending on qualifications. The City offers an excellent benefits package, which is located at [www.koffassociates.com/jobs](http://www.koffassociates.com/jobs) on the job announcement page for this position.

### **The Ideal Candidate**

The Department needs a strong leader who can serve as a mentor, coach, and facilitator. The ideal candidate will have deep technical knowledge, experience with all aspects of development, and the ability to explain relevant concepts in terms appropriate to the audience. The Deputy Director will be committed to public service, the City and community, and ensure the highest level of service. In addition, the ideal candidate will increase communication within the department, enhance professionalism, evaluate and revise policies as needed, and develop systems and procedures. While acting as partner and bridge to members of other departments, the Deputy Director will serve to minimize the impact of competing demands. The Deputy Director will be visible and interested, capable of representing the Department and City, politically savvy, and able to foster a friendly environment for development.

### **Important Application Information**

To apply for this outstanding opportunity, please visit the Koff & Associates website at [www.koffassociates.com](http://www.koffassociates.com) to download the application. Please email your cover letter with salary history, resume, and five professional references (to be checked once mutual interest has been established) to [bdavis@koffassociates.com](mailto:bdavis@koffassociates.com) by June 1, 2017.

**Successful completion of a thorough background investigation prior to employment is required.**

**The City of South San Francisco is an equal opportunity employer encouraging workforce diversity.**

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.