



CITY OF SANTA CLARITA
invites applications for the position of:

Administrative Analyst, Business Development

SALARY: \$36.50 - \$44.37 Hourly

OPENING DATE: 09/14/21

CLOSING DATE: Continuous

DESCRIPTION/DUTIES & RESPONSIBILITIES:

Under the direction of the Economic Development Associate for Business Development, this position performs duties associated with all functions of the Economic Development division, including, but not limited to, business attraction, retention, and expansion, and oversees business development programs, such as the Business Incubator, various marketing campaigns, including Shop Local and Santa Clarita Business Minutes, the Use Tax Rebate Program and others.

Duties and Responsibilities:

- Coordinates and implements programs that will attract business to relocate to Santa Clarita and will retain local business, including outreach efforts aimed at supporting existing and expanding local businesses
- Conducts extensive business outreach through workshops, trade shows, and on-site visits and retail attraction outreach
- Develops and implements marketing campaigns through multimedia platforms, electronic communications and printed materials, as well as social media
- Researches, analyzes, and interprets social, economic, and business data and trends
- Assists in the implementation and management of the Santa Clarita Business Incubator, which includes contract management, budget administration, tenant support, identifying workshop topics and implementing those workshops, overseeing the various established partnerships and exploring new partnership opportunities to enhance program offerings, creating a robust mentoring program, and supporting current and future entrepreneurs in the community
- Administers and markets the Use Tax Rebate Program
- Serves as a liaison between businesses and the City's development and permit processes
- Serves as a liaison to community partners, such as the Santa Clarita Valley Chamber of Commerce, the Valley Industry Association, and the Santa Clarita Valley Economic Development Corporation
- Participates and assists in the City's budget process
- Develops, fosters, and maintains positive working relationships with the local business community, state/local agencies and associations, City management and staff, and the public
- Reviews and responds to questions and/or complaints from citizens and provides information accordingly
- Attends City Council meetings and other meetings as assigned
- Performs other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Business, Public Administration, Marketing, Economic Development, or a related field
- Professional experience in economic development, workforce development, or public and/or private sector marketing is **highly desirable**
- Master's Degree in related field is **highly desirable**
- Extensive knowledge of the business community and its needs is **desirable**
- Possession of, or ability to obtain, a valid Class C California driver license

KNOWLEDGE AND ABILITIES:

- Strong knowledge of the principles and practices of economic development, workforce development, and related state and local laws, rules, and regulations
- Strong interpersonal skills and the ability to foster and maintain cooperative working relationships with local businesses and organizations
- Ability to research, analyze, be an innovative and strategic thinker, and make recommendations for creative solutions
- Project management skills and the ability to plan and implement effective programs with general direction and limited supervision and manage projects of varying nature and scope
- Strong organizational skills and the ability to multitask, work with constant interruptions, and meet time-sensitive deadlines.
- Ability to communicate effectively, both verbally and in writing
- Ability to present comprehensive data, both verbal and written
- Ability to make sound decisions and demonstrate excellent judgment
- Strong customer service skills and a 'can do' attitude
- Self-motivated and goal-oriented; strong work ethic and the ability to demonstrate a high level of ethics, confidentiality, accountability, and professionalism
- Reliable team player with the ability to work both autonomously and within a collaborative team; ability to be proactive and take initiative and work independently
- Strong computer skills and the ability to use Microsoft Word, Excel, PowerPoint, Publisher and other computer programs to generate letters, spreadsheets, presentations, and reports
- Strong attention to detail and the ability to produce work that is accurate and complete
- Ability to lift, drag, and push files, paper, and documents weighing up to 25 pounds is required

ADDITIONAL INFORMATION:

This position will remain open until filled. The first review of applications will be on Tuesday, October 5, 2021.

An online completed City application form is required to apply for this position. All employment information must be provided on the application. Providing a resume is not a substitute for completing this section of the application. Applications left incomplete, or with a reference to attachments may be rejected. The selection process will include one or more of the following: written exam, technical knowledge assessment, writing skill assessment, and/or oral interviews that may be conducted in person and/or via video conferencing. Applicants that meet minimum qualifications and are selected for interviews will be required to disclose information regarding criminal convictions. If you require special accommodations to participate in the application/selection process, please notify Human Resources for assistance.

All offers of regular employment with the City of Santa Clarita are made contingent upon receipt of proof of legal right to work in the United States, successful completion of a post-offer pre-employment physical, which may include a drug screen and Department of Justice fingerprinting. Criminal offender information will be reviewed on an ongoing basis. The City uses the E-Verify program to electronically confirm work authorization of newly hired employees. All new

employees are required to participate in the DMV Employer Pull-Notice Program. This program authorizes the City to receive a driver record report upon enrollment and during employment. Only degrees recognized by the U.S. Department of Education and accredited by the Council for Higher Education Accreditation will be accepted. As a City of Santa Clarita public employee, you may be called upon to work as a Disaster Service Worker (DSW) in the event of an emergency. Before entering upon the duties of employment, all public employees take and subscribe to an oath or affirmation set forth in the California Constitution, declaring them to be Disaster Service Workers in time of need.

Compensation includes enrollment in California Public Employees' Retirement System as a replacement for Social Security plus a competitive benefits package. All appointments are made at step 1 of the salary range unless otherwise authorized by the City Manager.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.santa-clarita.com/cityhall/cmo/hr/jobs.asp>

Position #2021-9
ADMINISTRATIVE ANALYST, BUSINESS DEVELOPMENT
CW

23920 Valencia Blvd Ste. 130
Santa Clarita, CA 91355
(661) 284-1418

Administrative Analyst, Business Development Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree in Business, Public Administration, Marketing, Economic Development, or a related field?

- * 2. Describe your experience in outreaching to businesses, and maintaining and fostering cooperative professional relationships.

- * 3. Describe your experience in analyzing and interpreting statistical information.

- * 4. Please describe your experience creating and implementing targeted marketing campaigns.

- * 5. Please describe your experience working with program budgets.

- * 6. What interests you most about this opportunity?

- * Required Question