



Economic Development Director

THE COMMUNITY

Ontario is a progressive city located in southwestern San Bernardino County, California, 35 miles east of downtown Los Angeles and 23 miles west of downtown San Bernardino. Located in the western part of the Inland Empire metropolitan area, it lies just east of Los Angeles County and is part of the Greater Los Angeles Area. The population is just over 186,600.

With sunshine and temperate climate year around, Greater Ontario is local to all things Southern California- from the mountains to sea, deserts to vineyards, and wide-open spaces; yet still close enough to urban centers, making the City a desirable destination. The City itself offers an array of restaurants and night life, an international airport, shopping, major sports venues, and semi-pro athletic teams.

The City of Ontario boasts all the amenities of Los Angeles and Orange Counties without the expense, hassle and traffic. With a highly skilled workforce, reasonable lease rates, quality office and retail development, and more than 100 million square feet of industrial, manufacturing and distribution space, Ontario is an incredible community for business.

Ontario is known as the "Gateway to Southern California." With three major interstates, two railroads and the Ontario International Airport, the City of Ontario offers direct access from Los Angeles to the rest of California, and to North America.

CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Administrative Services, Community Life & Culture, Community Development, Economic Development, Public Works and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,200 full-time and 200 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community.

The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of

City government; and the City Manager is appointed by the City Council to implement policy and manage day-to-day operations. All Council Members serve at large and serve four-year terms. Every even-numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority.

We invite you to learn more about the City of Ontario by reviewing the City's website: <https://www.ontarioca.gov>

City of Ontario Economic Development Department:
<https://www.ontariothinksbusiness.com/>

The Ontario Plan (The City's Comprehensive Business Plan for Development): <http://www.ontarioplan.org/>

THE POSITION

The Economic Development Director leads a department of four staff members in the creation and implementation of economic development strategies for the City, including: business attraction and recruitment, retention, expansion, and small business support; directs and carries out the City's efforts to attract domestic and international businesses, including site selection, development agreements and project management. This position works closely with community partners and external stakeholders, including state, regional, and local organizations and elected leaders. Additionally, this position will work with the Community Development Agency, Public Works Agency, Ontario Police Department, and other internal departments to attract new development and promote and support the existing business community, throughout the City. The Economic Development Department is part of the Management Services Agency (City Manager's Office) and is a direct report to the Assistant City Manager.

This is an exciting time for the City and the new Director who will identify and implement economic development strategies and programs involving: property and business investment to key areas of the City including the **Downtown/Euclid District**, the **Ontario International Airport, Holt Boulevard**, the **Toyota Arena**, and the **Ontario Convention Center District**; and directing and managing the implementation of projects and programs in these focus areas of the City. This position acts as liaison for various community partnerships, such as the Downtown Ontario Improvement Association, the Inland Empire Economic Partnership, and the Greater Ontario Business Council. The Director also prepares and monitors the implementation of the regional marketing plan, including marketing activities in cooperation with Greater Ontario Convention & Visitor Bureau representatives.





The individual selected to assume this position will be expected to:

- » Direct, plan and create strategies for business attraction, retention, destination marketing, downtown development, business connection to transit and workforce development.
- » Plan, organize, and direct staff and activities of the Economic Development Department.
- » Foster a work environment that encourages communication, team collaboration, employee development and growth; and motivates high performance and accountability.
- » Develop and implement strategic plans, policies, and procedures for the Department and all City-wide economic development activities.
- » Prepare presentations and economic development program reports for City management and Council.
- » Develop and implement marketing programs for business attraction and tourism strategies.
- » Implement strategic focus on Downtown Ontario with an emphasis on enhancing visitors, foot traffic and the creation of new residential, retail and restaurant development- contributing to an 18-hour day Downtown.
- » Oversee the development, preparation, and implementation of the department budget.
- » Coordinate City-wide business attraction and retention efforts by working with site selectors, commercial real estate brokers, and developers to showcase investment opportunities and existing City assets.
- » Cultivate new and continuing relationships with business leaders, educational representatives, and civic groups to promote the City's business interests.
- » Represent the City in business activities by leading advisory boards at regional/state/national levels and responding to media, citizen, and business inquiries.
- » Enhance economic sustainability through efforts that advance innovation and entrepreneurship.

THE IDEAL CANDIDATE

The ideal candidate is a dynamic, professional leader and excellent communicator who can represent, promote, and market the City through participation with various local, state, and regional business groups and has experience in leading a successful economic development team. The successful candidate will demonstrate and encourage teamwork and collaboration; leading and coordinating economic development meetings; providing input regarding all City development issues; researching and preparing data and materials for review and successful project implementation. This position requires a can-do, high energy Director who can delegate effectively and has had success as part of an Economic Development Department, in bringing high quality business to a community. The position requires a leader who is willing to enthusiastically roll up his/her sleeves and be a working manager. While technical skills are very important, it will be necessary for this individual to have excellent interpersonal skills, political acumen and awareness, can encourage and listen to feedback, and has the ability to work closely with City Council, executive leadership and staff from all departments, while adapting quickly to changing priorities in a fast-paced organization.

Key Attributes and Characteristics:

- » Excellent interpersonal skills are necessary to build positive working relationships with the City leadership, staff and partnering departments, professional or peer organizations, various state and federal agencies, as well as vendors and suppliers.
- » Excellent communication skills and professionalism in making presentations in front of City Council and community audiences of various sizes and at all levels.
- » Strong personnel management and a motivational leadership style; able to delegate authority and responsibility while promoting individual accountability and high performance.
- » A collaborative problem solver who is able to form consensus, be organized and decisive, and work with a sense of urgency.
- » Calm under pressure, possessing a positive attitude and a good sense of humor.
- » An active listener, and responsive to the development community, residents, and businesses.
- » A charismatic and humble leader who demonstrates confidence and high integrity, while providing exceptional customer service.





FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong **Leaders, Thinkers, Operators, Communicators, and Public Servants.**

- » **Leader** – Ethical, Hard-Working, Respectful, Self-Aware
- » **Thinker** – Analytical, Creative, Strategic, Vision
- » **Operators** – Expert, Mission, Structured, Tactical
- » **Communicators** – Clear, Diplomatic, Intuitive, Listener
- » **Public Servant** – Dedicated, Empathetic, Involved, Professional

REQUIREMENTS

- » Equivalent to a Bachelor's degree from an accredited college or university in Public Administration, Finance, or a related field.
- » A Master's degree in Public Administration, Finance or a related field is desirable.
- » Eight or more years of experience in managing and coordinating economic development, marketing and redevelopment projects and programs.
- » Five years in an executive level or management capacity.
- » A solid history of consistent growth in a public agency, with an understanding of public and private project financing methods, as well as principles and practices of economic development, business development, marketing and finance.

SALARY AND BENEFITS

The salary for the Economic Development Director position is **\$156,354 to \$190,050.**

To view the City's benefit plans, please click below:
<https://www.ontarioca.gov/Benefits>

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, January 8, 2021

To be considered, please submit a resume, cover letter and five work-related references (who will **not** be contacted in the early stages of recruitment) to:

<https://executivesearch.cpshr.us/JobDetail?ID=1721>

Resumes should reflect years **and** months of positions held, as well as size of past organization(s).

For additional information, please contact:

CPS HR CONSULTING

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 CPS HR Consulting
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 Email frojas@cpshr.us

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in first round panel with interviews tentatively scheduled for the week of January 25, 2021. Extensive reference and background checks will be completed on the selected candidate.

