

ECONOMIC DEVELOPMENT DEPARTMENT

POSITION	DUTIES	CATEGORY
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
Assistant Director	Assist the Department Director with the administration of community and economic development programs, real estate, and airport management. 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
Deputy Director Community & Business Engagement	Assist the Department Director and the Assistant 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 Business Operations & Support Services	Assists the Director, Assistant Director, and Deputy Directors with managing EDD operations, fiscal, and records management. Responsible for managing EDD budgets; accounts payable; accounts receivable; risk management and mitigation; support developing and updating policies and procedures; and ensure compliance with rules and regulations.	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
Assistant Deputy Director Strategic Partnerships and Research	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.	1
Program Manager HUD Programs	Supervises the work of professional staff engaged in the implementation and administration of community and economic development programs to include neighborhood reinvestment	2

	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.	
Program Manager Small Business Engagement	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 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 & Special Projects	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
Program Coordinator Civic Center	Manages the EDD support of the Civic Center Revitalization Project. Provides oversight, coordination, research, and administration of project. Works with Mayor's Special Advisor and the Civic Center Revitalization Committee.	2
Supervising Management Analyst	Supervises 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	2

	<p>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.</p>	
Information System Analyst IV	<p>Manages the department's third-party software systems, supporting implementation, migration, and configurations. Supports IT applications and staff IT needs. Acts as a liaison to Department of Information Technology.</p>	2
Senior Management Analyst	<p>Supervise the Business Operations and Support Services staff to the Business Expansion Attraction and Retention, Community Development, Successor Agency Divisions; responsible for ensuring fiscal accountability and compliance with federal requirements; and evaluating fiscal performance.</p>	2
Community Development Specialist III (Business Finance Officer)	<p>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.</p>	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: The 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 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.</p>	3

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.

Category 2: 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.

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.

Category 3: 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:

The 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 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.

**Agency Report of:
New Positions**

A Public Document

**California
Form 804**

1. Agency Name (Also include, Division, Department, or Region (if applicable)) Economic Development Department		<input type="checkbox"/> Amendment Date of Original Filing: _____ (month, day, year)
Agency Contact Ruixin Chen, Assistant Deputy Director		
Phone Number 619-236-6337	Email rchen@sandiego.gov	

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Public Arts Program Manager (See attached)	1			Start <u>02</u> / <u>18</u> / <u>25</u> m / d / yr
Public Arts Program Administrator (See attached)	1			Start <u>02</u> / <u>18</u> / <u>25</u> m / d / yr
Arts Management Associate/ Associate Management Analyst (See attached)	1			Start <u>02</u> / <u>18</u> / <u>25</u> m / d / yr
Program Coordinator - Cultural Affairs (See attached)	1			Start <u>02</u> / <u>18</u> / <u>25</u> m / d / yr
Deputy Director - Cultural Affairs (See attached)				Start <u>02</u> / <u>18</u> / <u>25</u> m / d / yr
				Start ____ / ____ / ____ m / d / yr
				Start ____ / ____ / ____ m / d / yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

	<u>Christina Bibler</u>	<u>Director, EDD</u>	<u>03/13/25</u>
Signature	Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Print

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THE CITY OF SAN DIEGO COMMISSION FOR ARTS AND CULTURE {COMMISSION}

CONFLICT OF INTEREST CODE

APPENDIX A - DESIGNATED POSITIONS

POSITION	DUTIES	DISCLOSURE CATEGORY
Program Manager	Provides information, opinions, and/or recommendations in assisting with the preparation and administration of the Commission's annual budget and the administration of the Commission's policies, programs and the City's art collection; participates in evaluating and recommending vendors and consultants for contracts.	1
Public Art Program Administrator	Provides information, opinions and/or recommendations in assisting with the preparation and administration of the Commission's annual budget and the administration of the Commission's policies, programs and the City's art collection; participates in evaluating and recommending vendors and consultants for contracts.	1
Arts Management Associate/ Associate Management Analyst	Provides information, opinions and/or recommendations in assisting with the preparation and administration of the Commission's annual budget and the administration of the Commission's policies, programs and the City's art collection; participates in evaluating and recommending vendors and consultants for contracts.	1
Program Coordinator	Provides information, opinions and/or recommendations in assisting with the preparation and administration of the Commission's annual budget and the administration of the Commission's policies and programs; participates in evaluating and recommending vendors and consultants for contracts	1

Attachment to CA form 804 – Economic Development

Position	Duties	Disclosure Category
Deputy Director- Cultural Affairs	Assist the Department Director with the administration of cultural affairs 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 as well as support for the Commission for Arts and Culture oversight.	1