

City of Fairfield

ECONOMIC DEVELOPMENT MANAGER



POSITION NOW OPEN



The Community

Fairfield, California is part of the San Francisco Bay Area's North Bay region and is located between San Francisco, Oakland, and Sacramento. Fairfield is the Solano County seat and home to Travis Air Force Base, which serves as the main military airlift hub in the western United States. The City is proud of its "manufacturing prowess" which includes Anheuser-Busch, Jelly Belly, Ball Metals, Calbee, and Clorox. Residents of Fairfield have access to multiple commercial retail centers, award-winning golf courses, AMTRAK Capital Corridor rail service, Suisun Valley's burgeoning viticulture industry, and all of the recreational & cultural opportunities that come with living in Northern California.



The Position

Fairfield's next Economic Development Manager will coordinate the day to day work of the City's economic development team located in the Department of Community Development and report to the Director of Community and Economic Development. The significant responsibilities and exciting opportunities that are part of this position include (but are not limited to):

- Being a champion for the vibrancy and growth of the Fairfield community and understanding the regional economy that Fairfield is a part of;
- Working closely and developing positive, engaged relationships with the stakeholders & partner organizations in the City's economic development ecosystem;
- Developing and/or implementing economic development strategies & workplans that grow the City's existing industry and business base, attract new businesses to the City, and support the activities of other City colleagues and departments while achieving City Council defined goals;
- Sharing ideas and developing economic development concepts with the Department Director and colleagues;
- Being part of the Department's leadership team and engaging in discussions about continuously improving the culture and work environment of the entire team.

The full position description can be found [online](#)

Successful Candidate Profile

Candidates who exemplify passion for the public sector and economic development, thrive in and enhance a team environment, and look for ways to innovate and creatively solve problems will excel in this position. Fairfield is looking for candidates who:

- Have 4 or more years' experience in economic development or a related field (including 1 year or more of supervisory experience);
- Hold a Bachelor's degree from an accredited college or university with major course work in public or business administration, planning, economics, marketing, or a related field;
- Possess and maintain a valid CA driver's license (a valid equivalent is acceptable during application process);
- Understand the opportunities and responsibilities that come with a public sector economic development role;
- Can exercise discretion when dealing with sensitive projects and information;
- Will support the professional development of their colleagues and work to improve the City's economic development programs and activities;
- Will enthusiastically and professionally speak about the City of Fairfield at every opportunity to help the community prosper;
- Can steward key economic development projects in the City's central business district and areas targeted for redevelopment.

Fairfield's Community Development Team

The Fairfield Community Development Department is made up of the Planning Division, Building and Safety Division, and the Economic Development team. The Department is in an exciting moment of change and innovation, which includes enacting a new economic development workplan, adopting a new General Plan at the end of 2024, on boarding a new platform for permitting and project management, and reorganizing the Department's procedures & workflows to improve the City's development processes. Additionally, the Department is engaged in a culture and communications initiative with the goal of continuous improvement towards sustaining a strong team environment and developing a shared set of professional cultural values.

Compensation and Benefits

- ▶ The hiring range for this position will be \$136,593.60 to \$147,000 based on the selected candidate's experience and credentials.
- ▶ City of Fairfield employees work a 9/80 schedule with City Hall closed on the 1st and 3rd Friday of each month.
- ▶ The City also provides 14 paid holidays.

The Economic Development Manager position is part of the Fairfield General Management Association (FGMA). Information on the benefits for FGMA can be found [here](#) under the FGMA tab.

Fairfield's Vision & Mission

Fairfield is a vibrant, safe, affordable, clean, and diverse community with robust commerce and thriving businesses. Our mission is to foster a sense of pride in the community, improve the lives of our residents, and deliver dependable essential services through integrity, professionalism, and fiscal responsibility.

Fairfield's Values

Communication, Diversity, Inclusion, Innovation, and Transparency.

How to Apply

Interested and qualified candidates can submit application materials [online](#). Applications will be accepted until the position is filled.



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Interested parties must submit an [online application](#). Applications will be accepted until the position is filled. Interviews are expected to begin in January 2025.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least 1 week prior to the application deadline or examination date.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.