Redevelopment & Economic Development Manager
Class Specification
FLSA Designation: Exempt
Effective: 03/2004
Revised: 06/2007

DEFINITION
Under general direction, to plan, direct, manage, and oversee the activities and operations related to housing, redevelopment, and economic development activities within the Development Services Department; to coordinate assigned activities with other City departments and outside agencies; to plan and conduct feasibility analyses and coordinate facilities and housing development activities within assigned special projects and economic and redevelopment project areas; to advise project management and City administration concerning development project planning and scheduling, parcel and building design, and implementation strategies; and to provide highly complex technical support to the City Manager.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Assume management responsibility for all housing, redevelopment, and economic development activities within the Development Services Department.

Manage and participate in the development and implementation of housing, redevelopment, and economic development goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Select, train, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; participate in discipline and termination procedures.

Plan, direct, and coordinate the housing, redevelopment, and economic development related work plans; meet with staff to identify and resolve problems; assign projects and programmatic areas of
responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the housing, redevelopment, and economic development budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate assigned activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Manage redevelopment and housing projects to completion; oversee and manage construction and/or rehabilitation or assigned capital improvement projects.

Manage land acquisition and property management activity, as necessary.

Develop marketing and promotion programs and materials to enhance the implementation of economic development activities; develop and implement programs to ensure economic revitalization of the City’s business district.

Manage business retention, attraction, and expansion in the City through the coordination of real estate brokers, developers, tenants, business owners, community stakeholders, and inter and intra City staff.

Oversee staff and/ administrative work in the planning, analysis, and implementation of specific real estate and development projects.

Prepare and monitor real estate and development project schedules and coordinate implementation of the project through completion.

Monitor and forecast real estate and development fiscal and economic activity impact.

Render technical assistance to private developers, citizen groups, nonprofit foundations, public and private agencies, organizations, and individuals for the purpose of securing maximum development through owner participation and/or private developers.

Develop implementation strategies and in the review and evaluation of redevelopment proposals received in response to marketing programs, including the incorporation of financial methods and programs that would assist in implementation of the proposed project.

Prepare and coordinate the preparation and/or review of written materials on projects including development agreements, participation agreements, leases, maps, progress reports, and City Council staff reports.

Research, prepare, administer, and implement grants.
Prepare RFP’s and RFQ’s for consultant projects, studies, and the sale and development of land.

Market and manage City owned properties; administer assigned contracts.

Research and calculate property values.

Coordinate, review, and evaluate work of third-party contractors, including appraisers, market analysis, and title companies.

Coordinate activities of consultants in the planning review and negotiation phases of assigned projects.

Coordinate the development of long-range urban design goals, planning objectives, and development standards within assigned project areas.

Prepare and/or evaluate proposed project proformas.

Draft and assemble plans for real estate and development projects.

Represent the department executive staff in presentations before the City Council, boards, commissions, and the public.

Represent the department executive staff in negotiating and conferring with consultants and/or with persons involved in project execution.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budgetary, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.

Applicable Federal, State, and local laws, codes, and regulations.
Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Operational characteristics, services, and activities of a comprehensive housing, redevelopment, and economic development program.

Modern and complex principles and practices of housing, redevelopment, and economic development program development and administration.

Advanced methodology, techniques, and objectives of housing, economic development and redevelopment.

Advanced real estate principles and practices.

Advanced principles of land economics and redevelopment and municipal procedures.

Community development and redevelopment law and regulations.

California real estate law and relocation assistance law.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.

Safe driving principles and practices.
Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the housing, redevelopment, and economic development program.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient human resources programs and services.

Plan, organize, direct, and coordinate the work of technical and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to City Manager and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative reports.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy,
procedural and legal guidelines.

Evaluate and recommend bids and projects.

Research, prepare, and administer grants.

Monitor, coordinate, and develop redevelopment projects.

Prepare clear and concise written reports.

Make presentations before community groups.

Effectively coordinate and monitor the project planning and implementation effort.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

**Experience:**

Six (6) years of responsible experience in economic development, redevelopment, and/or real estate development including two (2) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, or a related field. A Master’s degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** March, 2004