

## **DEVELOPMENT ASSOCIATE**

---

### **DEFINITION**

Under direction, performs analytical work in support of a variety of development activity and programs which may involve community development, grants, planning and/or redevelopment activities; coordinates assigned projects; performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Researches, compiles and analyzes information such as socio-economic data and land acquisition and development costs to prepare reports and position papers on development projects; analyzes validity and comparability of data; makes long term projections based on results of research.
2. Performs cost-benefit and financial analyses to determine feasibility or proposed projects and effectiveness of projects in progress; conducts program and financial audits of projects; may be assigned to administer bond programs.
3. Assumes projects management responsibilities which includes structuring, assigning and scheduling work tasks, monitoring progress, reviewing completed work and coordinating with others.
4. Prepares agenda items and supporting reports; makes presentations to the City Council and other boards; makes policy recommendations.
5. Prepares and administers grants, contracts, agreements, resolutions and ordinances; reviews legislation and develops recommended positions on matters affecting Agency programs and operations.
6. Meets with developers, contractors and the public; explains City/department policy and development requirements.
7. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Head.

## **EMPLOYMENT STANDARDS**

---

### **Education and/or Experience**

Graduation from and accredited college with a Bachelor's degree in business or public administration, finance, accounting, urban planning or a related field and one year of administrative experience in business or community development, urban planning or a related field or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Principles and techniques of financial analyses, data collection, grant writing, project management, report writing, budgeting, and program auditing; public presentation techniques; municipal/governmental and development operations; principles and practices of land acquisition and development; planning processes and procedures.

### **Ability to:**

Compile and analyze economic, financial, and other data; analyze reports and legislation and determine impact/effect on City programs, and make recommendations on appropriate course of action; manage projects; draft resolutions and prepare written reports; develop budgets; monitor expenditures and contract work in progress, conduct financial audits and prepare financial reports; represent the City to outside agencies, developers and contractors; interpret contract provisions; work independently, organize and conduct research; use a computer terminal and operate a variety of software programs; generate and evaluate alternatives; reach logical conclusions; formulate consistent recommendations; clearly and persuasively explain study findings and recommendations; make public presentations; work closely and efficiently with others; direct the work of others; communicate effectively, both verbally and in writing; understand and follow verbal and written directions; analyze situations and resolve within established policy; deal constructively with conflict and develop effective resolutions.

### **Special Requirements**

Possession of or ability to obtain a valid California Driver's License may be required.

### **Physical Demands**

Strength, dexterity, coordination and vision to use keyboard and video display terminal for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of paper, and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

## **WORKING CONDITIONS**

---

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise. A computer is used on an occasional basis. Periodic contact with angry and upset individuals.

Date Adopted: August 6, 1996