

DEVELOPMENT MANAGER

DEFINITION

Under general direction, plans, organizes and coordinates the activities of community development; participates in a variety of development projects; perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This position serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the Department Head.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job functions for this class.

1. Plans, organizes and coordinates activities in support of redevelopments policies and goals; establishes objectives, priorities and schedules to meet predetermined Redevelopment Agency goals.
2. Administers the acquisition and disposition of property as well as the relocation of citizen affected by redevelopment programs.
3. Prepares grant applications and administers grant projects; coordinates staff and consultant work on assigned redevelopment programs/projects to ensure satisfactory progress and to resolve operational problems.
4. Prepares the Redevelopment Agency agenda and related materials; provides primary staff support to the Redevelopment Agency; confers with, advises and makes recommendations to the Community Development and Services Director on redevelopment matters.
5. Prepares and presents a variety of reports on redevelopment activities to the Redevelopment Agency, City Council, and other public commissions and boards; may represent the City to a variety of public agencies, and civic groups; makes public presentations.
6. Recruits industry and developers; designs and directs campaigns to attract industry and developers; may perform market analysis to identify firms and developers with the greatest potential for investment; assists in contract and development negotiations with developers; facilitates property acquisition and relocation services.
7. Works in cooperation with other department management and staff on special projects requiring technical expertise and advice on redevelopment programming, as well as other activities, as needed.

8. Represents and supports the policies and procedures established by the City Council, City Manager, and Department Heads.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in business or public administration, urban planning or related field and two years progressively responsible experience in community redevelopment including promotion and negotiation responsibilities, exposure to planning processes or any combination of training and experience that provides with desired knowledge and abilities.

Knowledge of:

Principles and practices of real estate economics, community redevelopment law, contract negotiations practices; public administration; local government operations, and private development operations; budget and grant writing techniques; intergovernmental relations; urban planning activities and processes; fair housing regulations; federal management practices; personnel, supervisory and government accounting practices.

Ability to:

Negotiate development agreements; direct programs, projects and activities and coordinate with other programs; gather, analyze and report quantitative and qualitative data; write grant applications; monitor/administer grant programs; make public presentations; establish and maintain effective working relationships with superiors, community leaders, peers, subordinates and the general public; supervise the work of others; deal constructively with conflict and develop effective resolutions, analyze situations and resolve with established policy; develop comprehensive plans to meet future needs of department service.

Special Requirements

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

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