

CITY OF CERES

REDEVELOPMENT & ECONOMIC DEVELOPMENT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under administrative direction, directs, manages, supervises, and coordinates the activities and operations of the City's Economic Development and Redevelopment activities; provides professional assistance to City management staff on community-wide economic development and redevelopment issues; and coordinates assigned activities with other divisions, departments, and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assume management responsibility for assigned services and activities of the City's Economic Development and Redevelopment operations.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for professional and technical staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate professional and technical personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the assigned budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Work closely with the City Manager, City Council, Redevelopment Agency, other City departments, various public organizations and citizens groups to develop programs and implement projects to solve problems related to the City's redevelopment functions.
8. Develop specifications and prepare requests for proposals and grant applications; coordinate with City, federal, state and non-profit agencies and private companies to develop resources for projects.
9. Conduct negotiations and assist in final negotiations with owners/developers of properties slated for redevelopment.
10. Administer service contracts between the Redevelopment Agency and consultants; monitor the development, construction and implementation of various contract phases.
11. Review site development architectural plans in conjunction with City planning staff as required.
12. Conduct site visits of residential and commercial properties to ensure compliance with program requirements; make final interpretations of City regulations and various ordinances, codes and applicable laws to ensure compliance.

CITY OF CERES**Redevelopment & Economic Development Manager (*Continued*)**

13. Work closely with homeowners, landlords, contractors, developers, and business and property owners in providing program related information and resolving concerns.
14. Serve as the liaison for the City's Redevelopment and Economic Development functions to other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of economic development and redevelopment; incorporate new developments as appropriate.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of an economic development and redevelopment program.
Requirement and procedures of Community Development Block Grants.
Principles, practices and programs related to community and urban development.
Principles and practices of contract administration and evaluation.
Principles and practices of program development and administration.
Principles and applications of real estate and real property management.
Basic construction methods, terminology and financing techniques.
Principles of business letter writing and basic report preparation.
Principles and practices of budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations including those affecting redevelopment projects.

Ability to:

Oversee and participate in the management of the City's redevelopment and economic development functions.
Oversee, direct, and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Understand, interpret, explain and apply complex City, state and federal laws regulating community development programs and projects.
Prepare and monitor contracts.
Demonstrate tact and diplomacy with the public.
Gain cooperation through discussion and persuasion.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply applicable federal, state and local policies, laws and regulations.
Operate a computer and supporting office and word processing applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF CERES

Redevelopment & Economic Development Manager (*Continued*)

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Five years of increasingly responsible city planning, economic development or public administration experience, including two years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Mid-Management

FLSA Status: Exempt

February 2011

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Redevelopment & Economic Development Manager position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.