

CITY OF COVINA

REDEVELOPMENT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, secures and coordinates the preparation, implementation, and management of major commercial, industrial, and housing development programs and projects; manages the development, implementation and administration of economic development plans and programs aimed at business retention and attraction; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Redevelopment Manager** is a division manager within the Community Development Department that exercises responsibility for coordinating and overseeing a variety of development and redevelopment programs and projects, including all related marketing. The incumbent meets and confers with developers, retailers, property owners, and community groups regarding development and redevelopment programs. This classification is distinguished from the next higher classification of Director of Community Development/Deputy Executive Director in that the latter has overall management responsibilities of the Community Development Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Community Development/Deputy Executive Director. May exercise direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts management responsibility for the activities, operations and services of the Redevelopment Division; secures and coordinates the preparation, implementation, and management of major commercial, industrial, and housing development programs and projects; manages the development, implementation and administration of economic development plans and programs aimed at business retention and attraction.
- Assists in planning, developing, coordinating, and administering residential, commercial and industrial redevelopment projects; coordinates land acquisitions and clearing, financing, and construction activities in accordance with program policies and requirements; assists in preparing requirements and specifications for redevelopment projects.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved; ensures that redevelopment activities comply with City goals, policies and procedures, as well as local, federal and state regulations.

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- Negotiates, prepares and administers contracts and agreements; works with attorneys; monitors timelines and performance requirements; directs relocation operations in the event of displacement due to redevelopment projects; works with citizens to help find alternative housing.
- Assists the Director in performing financial analysis of public and private development proposals; pursues federal and state grant funding; oversees the CDBG; prepares and directs the preparation of complex grant and permit applications; ensures project compliance with grant or permit regulations.
- Prepares staff reports and resolutions; conducts research for reports and other material used by City departments and the Redevelopment Agency; presents recommendations to the Community Development Director/Deputy Executive Director, City Manager, City Council, and other groups as appropriate; represents the City in professional organizations and in the community as assigned; serves as liaison between project team, City departments, outside agencies, and the community to promote and facilitate planning and execution of development programs; attends City Council, commission, committee, and community meetings in order to lead and participate in discussions regarding economic and development activities.
- Develops and prepares brochures, advertising and other marketing materials, including articles for local and regional publications; prepares the Agency's marketing budget.
- Oversees and participates in the development of the annual budget; participates in the forecast of necessary funds for staffing, materials, services and supplies; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares and coordinates reports and presentations on current planning issues for City Council, Planning Commission, community groups and regulatory agencies; ensures timely action on City Council and Planning Commission directives and initiatives.
- Monitors and keeps informed of current trends in the field of economic development and redevelopment; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Additionally, this position is required to work outdoors in all weather conditions, including hot, wet and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Redevelopment Manager**. A typical way of obtaining the required qualifications is to possess four years of experience in redevelopment, community development, planning, or a related field, and a bachelor's degree in public administration, planning, economics, business administration, or a related field. A master's degree in a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of redevelopment; marketing related to redevelopment programs; municipal financing; grant funding and related requirements; research methods; principles and practices of program and budget development; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, manage, coordinate, and perform real estate transactions; negotiate and manage contracts with consultants and developers; participate in technical research on economic, sociological, engineering, and urban planning problems; prepare analytical and financial reports; develop and administer the Division's budget; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations, including the California Redevelopment Law and CEQA; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications.

