

CITY OF MADERA

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 administrative direction, performs difficult and complex assignments involving creation, development, and implementation of projects in support of established objectives. Assigns and supervises the work of staff, consultants and developers. Ensures compliance with redevelopment plans and state and federal laws; prepares and monitors budgets; prepares contracts; makes recommendations for consideration to Agency board and committees; provides project management of Agency assets including income-generating properties and properties to be disposed of; represents the Agency to other agencies and to the public. Performs other related duties as assign

DISTINGUISHING CHARACTERISTICS

The Redevelopment Manager is a single position classification in which the incumbent is expected to independently manage a variety of complex and analytical projects or programs for the Redevelopment Agency with minimal oversight. The incumbent will be required to seek out redevelopment project or program opportunities; analyze Agency participation; and develop, implement, and maintain Agency projects or programs. The Redevelopment Manager also is responsible for maintaining the financial records for the Agency.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Redevelopment Agency Executive Director. May exercise direct and indirect supervision over professional, technical, and support staff.

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

- Assumes management responsibility for all Redevelopment Agency services and activities. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for Redevelopment Agency programs; recommends, within Agency policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Plans, develops, coordinates and administers residential, commercial and industrial redevelopment projects; develops implementation schedules.
- Prepares cash flow reports and analysis. Oversee the development and administration of the annual budget including gathering and analyzing data and information and monitoring expenses; prepares revenue projections for departmental funds; investigates and evaluates the need for changes in budgetary allocations during the fiscal year.

Redevelopment Manager

Page 2 of 3

- Monitors and evaluates Federal and State legislation and regulations and accounting standards to ensure compliance, as well as implements appropriate policy and procedural changes. Prepares annual Statement of Indebtedness report, the financial section of the HCD report and State Controller's Report.
- Supervises and participates in administering the low and moderate income housing fund, including all assistance and grant programs accounted for therein.
- Coordinates land acquisition and relocation policies and procedures for compliance with State guidelines as well as other policies and procedures required to implement redevelopment programs. Manages relocation operation in the event of resident displacement due to redevelopment projects.
- Participates in evaluation of project economics, community needs and land use in developing recommendations for types of development appropriate for redevelopment project areas. Participates in the selection and supervision of consultants engaged to perform a variety of professional work related to redevelopment activities.
- Assists in coordinating redevelopment activities with other City departments, outside agencies, merchant organizations, and developers.
- Meets with and advises developers and community and merchant groups regarding redevelopment programs and projects; explains redevelopment policies, practices and regulations.
- Represents the Agency at public meetings, citizen committees and Agency Board meetings.
- Provides responsible staff assistance to the Executive Director; prepares and presents staff reports and other necessary correspondence.
- Negotiates, prepares, and supervises the processing of documents such as disposition and development agreements, owner participation agreements, contracts, resolutions, bond issuances, bond reporting, and requests for proposals/qualifications.
- Supervises and directs activities of attorneys, appraisers, acquisition agents, economic analysts, and relocation specialists. Coordinates the organization, staffing, and operational activities for the redevelopment services and related activities; manages and coordinates the implementation of diverse redevelopment projects; solicits, analyzes and negotiates with contractors as necessary.
- Coordinates and implements a variety of incentives to help broaden the local tax base, generate or attract new capital, increase local business activity, produce new jobs, and diversify the local economy.
- Maintains positive working relationships with all levels of government officials, employees, community organizations, and members of the public

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

Education and Experience:

Any combination of education and experience that provides the required knowledge, skills and abilities necessary for the **Redevelopment Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of 5 years of progressively responsible professional project management or administrative redevelopment experience, and possession of a Bachelor's degree from an accredited college or university with major course work in urban planning, public administration, business administration, or a related field.

License Required

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:

Organizational and management practices as applied to the analysis and evaluation of local government programs, policies, and operational needs. Modern and complex principles and practices of program development and administration. Principles and practices of urban planning, community development, and real estate. Principles and procedures of building construction and financing. State environmental provisions related to redevelopment. Advanced principles and practices of budget preparation and administration. Principles of supervision, training, and performance evaluation. Pertinent Federal, State, and local laws, codes, and regulations. Safe driving principles and practices.

Ability to:

Provide administrative and professional leadership and direction for the Redevelopment Agency. Analyze economic studies, financial statements, marketing studies, plans, specifications and bid documents. Interpret and explain City redevelopment policies and procedures. Negotiate and manage contracts with consultants and developers. Review development proposals in order to ensure compliance with redevelopment plans and law. Interpret, apply and explain a variety of ordinances affecting redevelopment services including assembly bills, resolutions, senate bills and other State laws. Recommend and implement goals, objectives, and practices for providing effective and efficient redevelopment services. Manage, direct, and coordinate the work of supervisory, professional, technical, and administrative support personnel. Select, supervise, train, and evaluate staff. Identify and respond to community and redevelopment issues, concerns, and needs. Research, analyze, and evaluate new redevelopment service delivery methods, procedures, and techniques. Prepare and administer budgets. Prepare clear and concise administrative reports. Communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Skill to:

Operate modern office equipment including computer equipment and a variety of modern office software. Operate a motor vehicle safely.