

REDEVELOPMENT MANAGER

Definition:

Under general direction performs a variety of professional tasks involved in the administration of redevelopment projects; plans, organizes and manages a variety of complex redevelopment projects, programs and activities; has primary responsibility for department budget preparation/ administration and Redevelopment Agency financial condition reporting; provides staff support and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Supervises, coordinates and participates in the planning and management of assigned redevelopment/economic development projects.

Assigns, supervises, provides direction to and reviews the work of project staff and professional and technical consultants and contractors.

Reviews and updates redevelopment project area plans and supervises project area formation activities as assigned.

Updates the Redevelopment Agency's Five Year Implementation Plan as needed.

Administers the department's loan programs and oversees preparation of the department's cash flow report.

Prepares, organizes and conducts oral and written presentations to developers, potential tenants and investors to encourage program participation including preparation of exhibits and related material.

Prepares and monitors the department and project budgets; monitors and controls expenditures; prepares work sheets and reports and coordinates preparation of the Redevelopment Agency's annual report to the State.

Researches, analyzes and recommends capital improvement projects and public/private development projects.

Evaluates and recommends consulting services for assigned development project area and assists in the negotiation, preparation and administration of related contracts.

Monitors and evaluates legislation and regulations relating to redevelopment funding.

Represents the Agency/City and works with other departments and governmental entities as assigned.

Interacts, negotiates and maintains communications with a variety of redevelopment/transportation related individuals to include project principles and consultants.

Provides information to the public, investigates concerns and recommends solutions as needed.

Reviews and analyzes a variety of records, contracts, reports and other data; prepares a variety of studies, comprehensive reports and related material.

Operates a personal computer and uses applicable software to compose/prepare a variety of records, contracts, correspondence, presentations and other material.

Physically inspects work sites and projects as needed.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records weighing 30 pounds or less.

Staffs trade shows, seminars and conferences.

Class Characteristics:

Redevelopment Manager is a single incumbent program manager position in the Redevelopment & Economic Development Department with broad responsibility for the safe, efficient and cost-effective administration of a variety of redevelopment activities. Tasks require discretion and independent judgment with respect to matters of significance.

Contacts and Relationships:

The Redevelopment Manager establishes and maintains contact with other Redevelopment & Economic Development Department staff and staff in other City departments. Additional contact will occur with professional and technical consultants, individual and groups of citizens, public and private representatives, City committees, City Council Members and commissions, contractors, vendors and local/non-local businesses.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

Systems and techniques of advanced project/program management and monitoring.

Principles and practices of community development, redevelopment, affordable housing development, construction administration, city planning and metropolitan transportation planning and programs.

Municipal operations and intergovernmental relations related to area assigned.

Methods of making effective oral and written presentations and charts/exhibit/diagram construction.

Negotiation and conflict resolution techniques.

Effective supervisory and management techniques.

Land and real estate economics including loan practices, commercial, industrial and residential development, redevelopment and rehabilitation.

Applicable laws and regulations as they relate to areas of responsibility.

Budgeting and accounting methods and procedures.

Computer applications related to area assigned.

Contract administration related to area assigned.

Advanced methods of analysis and research techniques.

AND

Ability to:

Plan, organize, and manage a variety of complex redevelopment projects, programs and activities.

Initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines, handle multiple projects and carry out complex assignments with minimal supervision.

Monitor, supervise and assist in the selection and evaluation of assigned staff.

Interpret and apply applicable laws, rules and regulations; review contracts, agreements, plans and work specifications.

Organize and conduct independent, professional research and collect, analyze and interpret statistical data.

Communicate effectively orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

Meet the public with courtesy and tact.

Operate a personal computer and use applicable software.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Bachelors Degree in Business Administration, Public Administration, Economics, Planning or a closely related field from an accredited college or university.

AND

Experience:

Five years of progressively responsible experience in redevelopment, planning or a related field to include three years of program or project management experience in the municipal/ public sector.

Special Requirements Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

The City of Fullerton's Conflict of Interest Code requires that the Redevelopment Manager file financial disclosure statements in accordance with state and local laws.

Other:

A graduate degree or some completed graduate level coursework from an accredited college or university in a related field is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed primarily indoors with outdoor work as required. When work is performed outdoors there is exposure to the elements. The incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands, walks, reaches, bends, twists, grasps and may lift and move boxes of records weighing 30 pounds or less. When on site the incumbent may walk and stand on slippery/uneven slopes and surfaces. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision,

hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt – Administrative

Revised and Title Change from Redevelopment Operations Manager December 2004
Redevelopment Operations Manager Revised January 2001