



June 2008

## **REDEVELOPMENT PROJECT MANAGER**

### **DEFINITION**

Under general supervision, plans, coordinates, and manages redevelopment projects and programs; acts as liaison for the City and Urban Renewal Agency with a variety of private, public, and community organizations, consultants, contractors, the public, and regulatory agencies; performs advanced-level professional redevelopment project management duties; conducts studies and develops recommendations for action and policies and procedures; provides professional assistance to City management staff in areas of expertise; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Community Development Director. Exercises functional and technical direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a single-position classification responsible for planning, organizing, reviewing, and evaluating redevelopment projects and programs. Responsibilities include developing and implementing policies and procedures for redevelopment projects and programs, including budget administration and reporting, contract administration, management analysis, and program evaluation. Incumbents provide a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all redevelopment, community development, planning, building, and engineering functions and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Plans, implements, manages, and monitors City redevelopment projects and programs provided to the local community, including recommending, developing, administering programs, projects, long-term strategies, financial administration, and contract compliance.
- Confers with and informs members of the business community (i.e., developers, nonprofits, outside agency officials, local housing advocates) and the general public regarding City redevelopment projects, programs, policies, procedures, and standards, including establishing and maintaining effective working relationships.
- Conducts preliminary negotiations and assists in final negotiations with owners and developers of real properties; prepares and negotiates preliminary memorandum of understanding and joint development agreements with property owners and developers.

- Develops and analyzes feasibility and funding options for specific projects.
- Develops, researches, and analyzes data for State and Federal grant applications, performance reports, project evaluations, program revisions, environmental reviews, special studies, and contracts (e.g., Metro).
- Prepares and processes grant applications; monitors and implements grant funding for City programs in the area of redevelopment, including reporting grant funding activities according to applicable grant regulations.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner, collaborating with involved parties to reach resolutions on identified issues, and speaking in public and making public presentations.
- Participates in developing and implementing public information strategies for redevelopment project and program education campaigns.
- Coordinates and prepares written materials on projects and programs, including agreements, leases, agenda reports, ordinances, resolutions, memoranda, and correspondence.
- Prepares requests for qualifications and requests for proposals; reviews proposals to ensure conformity with State law, local ordinances, and Agency policy; prepares recommendations.
- Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering, and financial consultants.
- Coordinates with other City departments involved in redevelopment programs and projects to ensure compliance with applicable laws and regulations.
- Establishes and maintains records and files for City redevelopment programs, including all documentation regarding loans, contracting agreements, and fund disbursements.
- Prepares, manages, and monitors budgets for various projects and programs.
- Researches, compiles, and analyzes information; prepares specialized reports related to projects and programs.
- Prepares written staff reports and agenda items regarding various redevelopment projects for the Urban Renewal Agency, City Council, and various committees and advisory boards; presents items to the Agency Board and City Council for review; attends and participates in other public meetings.
- Receives, investigates, and responds to citizen complaints, inquiries, and requests for services.
- Provides administrative and technical support to the City Center Advisory Commission and other project committees, including agenda planning, preparing minutes, making presentations, and responding to Commission questions about City programs and projects.
- Stays abreast of new trends and innovations in the redevelopment projects and programs; recommends their applicability to City needs.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principals and practices of banking, finance, real estate, appraisal, building inspection, and construction techniques and methods.
- Principles and practice of contract administration.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Basic principles, practices, and funding sources for redevelopment and related programs and projects.
- Principles and practices of program and project management.
- Applicable Federal, State, and local laws, codes, regulations, policies, guidelines, technical processes, and procedures related to a redevelopment program.

- Public relations techniques.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Principles and practices of data collection and report preparation.
- Business arithmetic, financial, and statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Organize, implement, and direct redevelopment projects and activities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations (e.g., Metro).
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible professional redevelopment program support work with accuracy, speed, and minimal supervision.
- Read, interpret, and understand credit and title reports.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Work with clients, building contractors, and financial institutions with firmness, tact, and diplomacy.
- Read, comprehend, and translate blueprints, plans, and related items.
- Conduct research on a wide variety of administrative topics including grant funding, contract feasibility, budget and staffing proposals, and operational alternatives.
- Prepare clear and effective reports, correspondence, policies, procedures, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Research, analyze, and summarize data, and prepare, present, and maintain accurate and reliable reports containing findings and recommendations.
- Organize, maintain, and update office database and records systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, urban planning, real estate, or related field, and five (5) years of experience in redevelopment, community development, or construction or project management,.

**Licenses and Certifications:**

- Possession of a valid driver's license with a satisfactory driving record.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.