

COMMUNITY DEVELOPMENT DISTRICT MANAGERDEFINITION

Under direction of the Housing Division Manager, plans, develops, and manages community enhancement programs within a defined geographic segment (district) of the City, involving strategic planning; community liaison; financial feasibility analyses; grant administration; marketing; and negotiations with developers, investors, and residents of a culturally diverse community.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Works closely with the Housing Division Manager, Deputy City Manager for Development Services, City Manager and Council members to develop and implement goals, objectives, strategic plans, policies and procedures for allocation of resources for community enhancement programs in assigned district area. Establishes program objectives, priorities, and timelines for project completion; conducts financial feasibility analyses; prepares program budgets and staff allocations.

Coordinates, monitors and evaluates activities of a multidisciplinary district area team responsible for redevelopment and land use planning, code enforcement, housing and dangerous building activities, gang and drug enforcement coordination, nuisance abatement, traffic investigations, youth services, community mobilization and other related activities.

Negotiates with developers, investors and public agencies to implement programs for services, community development activities and capital improvement projects. Provides project management oversight and coordination of residential development projects. Markets and promotes community involvement and volunteer participation to enhance delivery of services within culturally diverse district area; interacts with members of the media. Serves as community liaison and establishes effective working relationships with civic organizations, private business firms, public agencies and residents to promote and facilitate planning and execution of district area strategic plans. Administers grants and prepares, negotiates and monitors contracts. Conducts studies and prepares comprehensive written reports; drives to and attends meetings; makes oral presentations before City Council, City commissions, private sector and community groups. Supervises assigned professional and technical staff. Integrates automation, new technology and Total Quality Service principles and practices to improve productivity. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a highly complex senior level classification in the Housing Division of the Community Development Agency reporting directly to the Housing Division Manager. Incumbents are expected to manage all aspects of community enhancement programs, up to and including development and full implementation of district area strategic plans. This class is distinguished from the Community Development Resource Coordinator in that the District Manager performs at a more complex, high profile level and has full responsibility for strategic planning of district area programs/projects.

RECOMMENDED MINIMUM QUALIFICATIONS

Four years of progressively responsible administrative or analytic experience in real estate development, redevelopment or community development; two years of which must have been in a public agency. Education equivalent to graduation from a four year college with a degree in urban studies, architecture, planning, economics, public administration, business administration, or a related field may be used in conjunction with experience to meet the necessary qualifications, or any equivalent combination of experience and training which provides the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of strategic planning; commercial, industrial and residential real estate economics/investment finance and development; community relations; conflict resolution; time management; contract administration and program/project monitoring; municipal budgeting and research methods; applicable building, housing, land use and code enforcement laws; computer applications in local government operations, Total Quality Service principles and practices; supervisory principles and practices.

Ability to: develop goals and objectives for assigned district area; compile and implement strategic plans and timelines; conduct financial feasibility analyses; coordinate multidisciplinary, multi-agency team in achievement of district program goals; plan and effectively direct program/project activities; prepare, negotiate and monitor contracts; administer grants; prepare and monitor district budget; supervise assigned staff; communicate effectively orally and in writing; establish effective working relationships with Council members, City commissioners, developers, public and private agencies, residents and fellow employees; work with others to resolve conflicts and promote teambuilding in a culturally diverse community.

SPECIAL REQUIREMENT:

Must possess and retain a valid California Class C Driver's License as a condition of employment.

SPECIAL WORKING CONDITIONS:

Willingness and ability to work irregular hours, including evenings and weekends.

DESIRABLE CHARACTERISTICS

Successful performers are proactive team builders who understand broad policy objectives as well as issues facing a culturally diverse community. They enjoy the challenge of managing complex community enhancement projects with minimal supervision. They are able to handle multiple tasks within specified time frames and are adaptable, resilient and persistent. These individuals have strong interpersonal skills and are dedicated to the principles of Total Quality Service. They possess excellent judgement and are able to work diplomatically and effectively in a culturally diverse community, with a full understanding of communication techniques necessary to promote empowerment and facilitate a positive dialogue on culturally sensitive issues.

Class title established per Council Resolution No. 96-030
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