

JOB TITLE:  
Executive Director, Community Development Agency

JOB CODE:  
02870

DEPARTMENT:  
Community Development Agency

TITLE OF IMMEDIATE SUPERVISOR:  
Assistant City Manager (EM)

JOB SUMMARY:

Plan, direct, manage, and oversee the activities and operations of the Community Development Agency, including the Redevelopment Agency and the Housing Authority; the neighborhood preservation, economic development, Community Development Block Grant, and job training programs; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical, and clerical staffs.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES

- Responsibilities and duties may include, but are not limited to, the following:

Assume full management responsibility for all Community Development Agency services and activities including redevelopment, housing assistance, neighborhood preservation, job training and grant programs; recommend and administer policies and procedures.

Manage the development and implementation of Community Development Agency goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships, identify opportunities for improvement; direct the implementation of changes.

Represent the Community Development Agency to other City departments, elected officials, and outside agencies; explain and justify Community Development Agency programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Community Development Agency personnel, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, and coordinate, through subordinate-level managers, the Community Development Agency's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Community Development Agency; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring and approval of expenditures; direct the preparation and implementation of budgetary adjustments as necessary.

Coordinate Community Development Agency activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager, Assistant City Manager, and City Council; prepare and present staff reports and other necessary correspondence.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of trends and innovations in the field of community development.

Respond to citizen inquiries and resolve difficult and sensitive complaints.

Direct the fiscal operations of the Redevelopment Agency; oversee grant funding compliance and reporting activities; recommend the issuance of redevelopment bonds by the Redevelopment Agency.

Recommend the selection of private developers for redevelopment projects; negotiate redevelopment agreements with developers; ensure continued compliance with contract and agreement.

Review land-use and planning issues related to redevelopment project areas; prepare development guidelines for project areas.

Participate in developing new local programs for housing and neighborhood preservation.

Perform related duties and responsibilities as required.

#### JOB-RELATED QUALIFICATIONS

Extensive responsible management-level experience involving the administration and management of a comprehensive community development program.

Knowledge of: operational characteristics, services, and activities of a comprehensive community development program; organizational and management practices as applied to the analysis and evaluation of programs, policies and operation needs; modern and complex principles and practices of urban economics; modern and complex methods, practices and procedures of redevelopment, neighborhood preservation, and housing assistance program development and administration; land-use principles and applicable redevelopment responsibilities; methods and practices of real estate marketing and negotiations; advanced principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; pertinent federal, State, and local laws, codes and regulations.

Ability to: plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility; select, supervise, train, and evaluate staff; provide administrative and professional leadership and direction for the Community Development Agency, identify and respond to community and City Council issues, concerns and needs; develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development services; prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze, and evaluate new service delivery methods, procedures and techniques; prepare clear and concise reports; interpret and apply federal, State, and local policies, procedures, laws, and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, the public, and media representatives.

Class title change from Executive Director of Economic Development & Housing  
per Council Resolution No. 86-83,  
effective 8-18-86

Class Specification Revised and Approved: 5/94

Reviewed: 09/03

ADA approved: 09/03