

REDEVELOPMENT ASSISTANTDEFINITION

Under general supervision, assists and participates in the planning, development and marketing of Redevelopment Agency sponsored projects.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in conducting project feasibility studies, preparing Requests for Proposals, and preparing documents for action by Redevelopment Agency and Commission. Participates in review of project site development/architectural plans; assists with preparation of proposed revisions and in preliminary negotiations to implement changes. Assists in conducting special studies and prepares comprehensive reports on all aspects of assigned projects/programs. Assists with marketing activities to promote projects/programs. Assists in negotiating, preparing and monitoring service contracts and lease agreements. Participates in meetings with property owners, developers, contractors, consultants, business organizations and other agencies. Helps develop division objectives, monitor division budget and track expenditures. Uses a personal computer to enter/retrieve information and generate reports. Drives to a wide variety of locations in performing job functions. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry-level class in the Redevelopment Project Manager series. Preparation for this position is generally acquired through formal education at the University level, supplemented by related experience. Incumbents apply research skills and general knowledge of urban planning and real estate/redevelopment process to their work as an Assistant. Assignments are initially subject to close and frequent review. As experience is gained, routine assignments can be performed more independently. Supervisory personnel are available for consultation and guidance on unusual or difficult problems.

This class differs from the next higher class of Redevelopment Project Manager I in that the latter is defined as the experienced entry level class. Project assignments are more complex and work is performed with greater independence by the Project Manager I.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of analytical or administrative experience in redevelopment, real estate development or an internship in redevelopment. Education equivalent to a bachelor's degree from an accredited college or university in urban studies, architecture, urban planning, economics, business administration or public 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

General Knowledge of: principles and practices of redevelopment; redevelopment law; land and real estate economics; commercial, industrial and residential development, redevelopment and rehabilitation; marketing techniques; contract and lease agreement administration; techniques of program/project monitoring; research methods; basic principles and practices of municipal accounting and budgeting; computer applications relating to Agency operations.

Ability to: Provide effective assistance in: planning, coordinating and marketing project activities; preparing Requests for Proposals and documents for action by Redevelopment Agency; preparing, negotiating and monitoring contracts. Conduct research/feasibility studies and prepare comprehensive reports. Monitor division budget and accounts. Communicate ideas clearly and concisely, both orally and in writing. Establish effective working relationships with fellow employees, property owners, developers, contractors, consultants, representatives of other agencies and business organizations, 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 weekends and evenings as needed.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer has a sharp eye for detail when dealing with contracts and vendor agreements, yet also comprehends broad policy objectives and project goals. With strong communication and interpersonal skills, the Redevelopment Assistant effectively represents the Agency in all contacts with the community. Adaptable, resilient and persistent, this self-starter has a "can do" attitude and is eager to gain greater experience in the field of redevelopment.

Class title established per Council Resolution No. 98-018,  
effective 7-1-98

ADA Approved: 11/98