

REDEVELOPMENT PROJECT MANAGER I

DEFINITION

Under direction, 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 financial feasibility studies, preparing Requests for Proposal, establishing staff objectives, coordinating project area activities and marketing, preparing documents for action by Agency and Commission, and administering service contracts between agency and consultants. Participates in review of site development architectural plans and preparation of revisions as required. Assists in preliminary negotiations with owners/developers. Conducts special studies and prepares/presents comprehensive reports on all aspects of assigned programs and activities. Commutes to various agencies and locations in the performance of job functions. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry level class of the Redevelopment Project Manager series. Incumbents of this class apply research skills and specialized knowledge of architecture/environmental design, finance and planning. Their background is usually acquired through formalized education at the university level. Work assignments are initially subject to close and frequent review, which lessens as experience is gained. Supervision is received from the Executive Director of Community Development and consultation and advice is received from the Project Manager II and III on unusual or difficult assignments. This class differs from the next higher class of Redevelopment Project Manager II by the increased independence in work assignments and size and scope of projects performed by the Redevelopment Project Manager II.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of administrative or analytical experience, preferably in redevelopment, economic development or real estate development. Education equivalent to graduation from a four-year college with a degree in urban studies, architectural engineering, urban planning, economics, public/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: redevelopment laws; financial feasibility study processes; principles and practices of redevelopment and land use planning; land and real estate economics; commercial, industrial and residential development, redevelopment and rehabilitation; principles and practices of public relations and marketing; contract preparation and administration; techniques of program monitoring; municipal budgeting and research methods.

Ability to: plan and coordinate project activities; prepare, negotiate and monitor contracts; prepare and present comprehensive reports, both orally and in writing; communicate effectively and deal tactfully with a variety of individuals and organizations; establish and maintain effective working relationships with business executives, community organizations, other agencies, elected officials, consultants, other city employees and the general public.

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 as needed.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are detail oriented and are adaptable, resilient, persistent and able to comprehend broad policy objectives. They are self-motivated self-starters who have strong oral and written communication abilities, as well as strong interpersonal skills.

Spec Revised: 3/98

Reviewed: 09/03

ADA Approved: 4/98; 09/03