

## DEVELOPMENT MANAGER (CRA)

Class Title    DEVELOPMENT MANAGER (CRA) (Planning Manager level)

Class Code    136

Salary        \$10,498.00 = \$13,399.00 Monthly

### **Job Summary:**

Under general direction of the Executive Director of the Carson Reclamation Authority (CRA), oversees or performs complex financial, contractual, and administrative duties and supervises staff and consultants responsible for facilitating the remediation of contaminated land and the development of the former Cal Compact Landfill into economically productive uses. Experience with real estate development and/or construction is required and experience with brownfields development desired or preferred. The Development Manager may serve as Acting Executive Director in the Executive Director's absence.

### **DUTIES**

#### **Essential Duties and Responsibilities:**

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.

1. Demonstrate capability to read, understand and implement complex real estate documents, including but not limited to agreements/contracts, leases, covenants, work orders, surveys, and drawings;
2. Participate in the negotiation, preparation, processing, and implementation of such documents as exclusive negotiating agreements, development agreements, purchase and sale agreements, leases, professional services contracts, and grants;
3. Prepare requests for proposals for professional services, evaluate bids and proposals, make recommendations for selection, evaluate and monitor quality of vendor or contract services;
4. Oversee and negotiate contracts for site management, construction management, operation and maintenance of remedial systems, environmental and civil design, and other services. Coordinate and supervise staff to track contract status and expiration dates and process purchase orders, invoices, and developer reimbursements;
5. Manage project management (scope, budget, schedule, procurement, quality & risk) of the CRA's role in the Former Cal Compact Landfill ("CCLF") project including planning; the subdivision mapping process; environmental, horizontal, and vertical design; construction; phased occupancy, and landfill closure;
6. Oversee all facets of public agency management of the CRA (budget, cash flow, contracts, schedule) and identify, develop, and implement improvements to policies and administrative procedures for activities, projects and programs of the CRA, and monitor the effectiveness of those activities;
7. Prepare and review staff reports for the CRA Board and City Council on project matters, create and maintain project plans and project information, and present project status reports to the CRA Board;

8. Work directly with on-site manager and on-site developers to define CRA-related project requirements. Analyze scope of work, project delivery resource requirements, cost estimates & budget, cash flow, work plan schedule & milestones, and quality control;
9. Implement DTSC-required communication plan for public notices, including maintenance of project website, handling meetings and written reports/meeting minutes with regulators, public officials, and members of the public to keep the community informed;
10. Oversee CEQA Mitigation Monitoring Program, development agreement requirements, and planning conditions of approval related to the District at South Bay Specific Plan and SEIR approval and individual project approvals;
11. Oversee the implementation of Community Facilities District 2012-1 and Community Facilities District 2012-2 (“CFDs”) including the annual tax bill allocation, monitoring the O&M work performed by the CFDs; monitor reserve and enterprise fund balances;
12. Oversee the CRA’s insurance program, including integration with developer-placed policies, and review and negotiate renewals of D&O policy, property insurance, pollution legal liability insurance, contractor pollution liability insurance, builder’s risk insurance, and others.
13. Negotiate and monitor land use covenants, regulatory agreements, and CC&Rs.
14. Ensure compliance and cooperation with economic development subsidy agreements, including sales tax sharing agreements.
15. Serve as liaison and facilitate communication between CRA staff and other City departments, community groups, and non-profit agencies regarding the CCLF project;
16. Participate in interdepartmental teams, committees and boards as required;
17. Perform other related duties, as assigned;

#### Required Skills

- Communicate succinctly. Excellent written and verbal communication skills.
- Strong interpersonal skills with an ability to interact with executive level external and internal stakeholders
- High levels of customer service. Ability to interact with a number of stakeholders at any given time, deliver on milestones and create a positive impression for the project and the CRA
- Work effectively both independently and within a team
- Organizational skills, strong analytical skills, and the ability to identify and manage priorities.
- Detail oriented
- Must be able to lead, manage and adjust to workplace industry changes
- Demonstrate proficiency in the use and application of project management technology tools and continually seek opportunities to develop your skillset

#### Preferred Skills

Highly specialized and experienced with building infrastructure, construction management, cost estimating, contract negotiations and review, and development on environmentally-challenged land.

## **QUALIFICATIONS**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and/or Experience:**

- Bachelor's Degree in Construction Management, Architecture, Real Estate, Finance, Engineering or related discipline.
- 5+ years relevant project management experience in real estate and commercial, industrial, or multi-family residential construction projects. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Principles and practices of real estate finance and development;
- Principles and practices of multi-family development and the financing of affordable housing;
- Principles and practices of Federal and State environmental law;
- Principles and practices of contaminated land development including environmental design and construction, operation and maintenance of remedial systems, land use covenants, and mitigation measures;
- Federal, State and Local economic development programs and regulations;
- Principles of zoning and land use regulation, subdivision mapping, and CEQA;
- Principles and practices of community outreach and engagement;
- Principles and practices of public works construction including street construction and utility installation;
- Projects, program, and contract management;
- Research techniques;
- Public financing tools including tax exempt bonding and assessment districts;
- Budgeting and financial management;
- Construction- and pollution-related insurance programs;
- Supervisory principles, practices and techniques;
- Effective customer service techniques;
- City and department mission, including strategic goals and objective;
- General City operations;
- Principles and techniques of public speaking and public relations;
- Personal computer software and hardware.

### **Skill and/or Ability to:**

- Plan, supervise and coordinate the activities of the CRA;
- Select, train and supervise staff;
- Prepare analytical and financial reports;
- Make accurate calculations and revenue estimates;
- Formulate, interpret and apply relevant public policies, laws and regulations;
- Develop and implement innovative programs and projects;
- Communicate clearly and effectively, both orally and in writing;
- Make effective oral presentations to the CRA Board, City Council and other groups;
- Analyze complex issues and synthesize cogent policy recommendations;

- Establish and maintain effective working relationships with a variety of individuals contacted in the course of work including developers, building industry professionals, department staff, members of other city departments, government officials, community groups, boards and commissions and the public;
- Provide effective customer service;
- Promote community participation in programs;
- Develop and maintain a budget;
- Work irregular hours, shifts, or weekends as required.

### **License and Certificates:**

- Possession of a valid California Class C Driver License. Employee in this classification will be enrolled in the California Department of Motor Vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.
- OSHA 40-hour HAZWOPER certification is **desired or preferred**.

## **WORKING CONDITIONS**

### **Physical Requirements and Working Conditions:**

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Work is primarily performed indoors in an office setting. Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as computers and calculators. Tasks require sound and visual perception and discrimination, as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions although the project site is an active construction site on a former landfill.
- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 20 pounds and is an infrequent aspect of the job.
- Require the ability to stand and/or walk for long periods or distance
- Is subject to inside and outside environmental conditions.
- May be required to work evenings and/or weekends.
- May be required to use city and/or personal vehicle in the course of employment.