

Special Projects Manager

Job Summary:

Under general direction of the Community Development Director, performs highly complex administrative duties and supervises staff responsible for special programs and projects designed to promote community development and housing including the promotion of City-sponsored projects and initiatives. This position also oversees a broad range of projects and programs including property disposition and acquisition, matters pertaining to the Carson Housing Authority, Carson Successor Agency, and Carson Enhanced Infrastructure Financing District Public Financing Authority, and other special projects and programs that may have significant community, economic and/or financial impacts on the City.

ESSENTIAL 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. Manages the City's Mobilehome Park Rental Review Program including the contract for mobilehome park rent control, financial analysis, and performing the calculations for the CPI-based rent increases by park owners;
2. Plans, organizes, administers and coordinates strategies, programs and projects in support of community development and housing;
3. Supervises staff assigned to implement projects that further the objectives of the department, the City's General Plan, and other City policies;
4. Participates in the negotiation, preparation, and processing of agreements and implementation of such, including development agreements, owner participation agreements, contracts, grants, resolutions, and requests for proposals, etc.;
5. Prepares requests for proposals for professional services, evaluates bids and products, makes recommendation for selection, evaluates and monitors quality of vendor or contract services;
6. Oversees inventory and disposition of City, Successor Agency, and Housing Authority properties, including compliance with the Surplus Land Act;
7. Provide assistance, as requested, in the facilitation and negotiation of leases and/or purchase and sale agreements and other contracts with developers;
8. Prepares and reviews staff reports for the Carson EIFD Public Financing Authority, the Los Angeles 2nd District County Oversight Board to the dissolved redevelopment agency, and City Council on policy and project matters;
9. Participates on interdepartmental and intradepartmental teams, committees and boards as required;
10. Performs other related duties, as assigned;
11. Assist the Director and/or serve as staff to Carson EIFD Public Financing Authority, and the Successor Agency's presentations to the Los Angeles 2nd District County Oversight Board, Housing Authority, and Mobilehome Rental Review Board.

12. Develop and administer budgets and contracts for assigned programs and/or large complex projects; prepare revenue projections; monitor and approve expenditures; recommend adjustments as necessary.
13. Support the program administration functions for a broad range of special projects and programs including but not limited to Development Impact Fees, and Community Facilities Districts.
14. Conduct special studies, performs advanced research and analysis, prepares recommendations and special reports as necessary to facilitate economic development, community investment and other related projects and programs.
15. Participate in the preparation of the Successor Agency's Recognized Obligation Payment Schedule (ROPS); the payoff, subordination, or restructuring of former Redevelopment Agency (RDA) bonds or other obligations; and work with the Successor Agency's Financial Advisor on the refinancing of outstanding RDA tax allocation bonds.
16. Conducts Special studies and research as assigned.

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 business administration, public administration, real estate, finance, community development or a closely related field; and four (4) years of full-time, paid experience in project management in matters related to community development; successor agencies; and housing authority functions or affordable housing development; small business lending; marketing; or a related field. 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 small business assistance, including lending programs and grants;
- Federal, State and Local programs and regulations;
- Principles of zoning and land use regulations;
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation; basic principles and practices of Federal and State environmental law;
- Contracts management;
- Research techniques;
- Public and private funding sources and requirements;
- Budget development and management;
- Projects and program management;
- Supervisory principles, practices, and techniques;
- Effective customer service techniques;
- General City operations;
- Principles and techniques of public speaking and public relations;
- Personal computer software and hardware.

- Principles of internal systems and controls and performance management.

Skill and/or Ability to:

- Plan, supervise and coordinate the assigned activities of the Department;
- Select, train and supervise staff;
- Prepare analytical and financial reports, including making accurate calculations;
- Formulate, interpret and apply relevant public policies, laws and regulations to the activities of the Division;
- Develop and implement innovative programs and projects;
- Make clear and effective oral or written presentations to City Commissions, 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 business owners, developers, building industry professionals, department staff, members of other city departments, other government officials, community groups, boards and commissions and the public;
- Provide effective customer service;
- Promote community participation in programs;
- Develop and maintain a budget including developing accurate revenue estimates;
- 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.

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.
- 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.