

## **HOUSING AND DEVELOPMENT PROGRAM MANAGER**

### **Job Summary:**

Under general direction of the Community Development Manager in accordance with established procedures, performs advanced professional work managing industrial, commercial and residential developments; the City's housing and neighborhood development programs, such as First Time Home Buyers Loan Program and the Mobile Home Rent Control Program. Consults with technical staff on priorities and schedules; establishes and maintains liaisons with owner participants, citizens, and developers; monitors performance and evaluates program effectiveness; provides guidance to staff and conducts other administrative duties in support of redevelopment and housing activities.

### **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, tracks, and reports on out-going redevelopment projects and reports progress to upper management.
2. Researches, analyzes, prepares and negotiates redevelopment proposals including acquisitions and relocations.
3. Performs complex, technical, and sensitive planning studies and project evaluations.
4. Analyzes alternate courses of action and takes appropriate action as necessary.
5. Negotiates leases, purchase and sale agreements, DDA's and other contracts.
6. Oversees maintenance of Successor Agency properties, Housing Authority properties, and some City properties.
7. Manages the affairs of the Carson Housing Authority. Monitor a dissolution law and reporting requirements that affect the Housing Successor entity
8. Coordinates and reviews the development and implementation of administrative guidelines and procedures associated with Development Agency programs.
9. Coordinates and reviews financial planning of the RDA, including preparation of financial projections, long term loan restructuring, and project budgets.
10. Coordinates, reviews, and prepares analyses of the economic and financial feasibility of proposed Development Agency Projects; researches, analyzes, and evaluates information for redevelopment planning including land acquisition, soil remediation, relocation and demolition cost factors.
11. Coordinates and reviews Development Agency funding applications and administration of federal, state and local funding sources; writes grants and monitors grant administered programs to ensure contract compliance.
12. Coordinates and conducts complex administrative research, studies, surveys and prepares reports recommending appropriate courses of action; develops evaluation criteria for requests for proposals; assists with all reporting functions of the, including updating implementation plans.
13. Coordinates and monitors the performance of contractors and consultants under contract with the to ensure that work is being done on schedule, within budget and in accordance with the terms of the contract.

14. Coordinates and reviews the environmental review process for projects; coordinates projects with other city departments, consultants and the public.
15. Coordinates, monitors, and reports on progress of project activities including planning, entitlement and construction.
16. Coordinates and reviews preparation of bids for soils engineering, demolition, environmental, architectural, relocation and related consultant services.
17. Works with legal counsel to draft contracts, resolutions, leases, and bond documents, among other documents.
18. Facilitates bond issues. Serve as lead on day-to-day tasks for the City's bond issues.
19. Manages the affairs of the Carson Successor Agency (CSA). Maintain relationship with Department of Finance (DOF) analysts. Monitor dissolution law and reporting requirements.
20. Reviews and/or prepares written communication to the City Council, private and public organizations, boards and commissions, outside agencies, and city management staff.
21. Manages demolition projects.
22. Coordinates preparation and maintenance of financial and statistical data, records and files related to property disposition and development, owner participation or related agreements.
23. Assists in preparation of department budget
24. Manages the citizen participation and public relations activities inclusive of the owner participation process.
25. Disseminates information to the public, on behalf of the City, for situations requiring judgment and tact.
26. Provides staff support to a variety of city commissions, committees, work groups, and attends meetings.
27. Establishes effective working relationships and coordinates projects with a variety of staff, departments and organizations in the coordination of complex projects.
28. Provides guidance to and reviews work of subordinate staff.
29. Performs related duties as required.

**Qualification Guidelines:**

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 economics, business or public administration, urban planning, finance or related field and four (4) years of full time increasingly responsible paid professional redevelopment, economic development, affordable housing or economic or redevelopment project management experience. A graduate degree in business, public administration, planning, economics or related field may substitute for one year of related experience. Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Principles, practices and techniques of economic development and real estate development.

- Relevant Federal, State, County and local laws, regulations and procedures regarding real estate and property management, redevelopment, and property rehabilitation.
- Principles, practices and methods of public administrative, budget preparation and control techniques, purchasing, real estate acquisition and condemnation, property management, and personnel management.
- Financial procedures, regulations and laws pertaining to real estate, loan management, property improvements, and bonding procedures; financing mechanisms available to municipal governments.
- California Redevelopment Law and redevelopment strategies.
- Methods of report preparation and presentation.
- Principles and practices of personnel selection, training, and supervision.
- Basic search, quantitative analysis and statistical methods and procedures.

**Skill and Ability to:**

- Understand and apply existing Federal, State and local laws and regulations regarding real estate and property management and redevelopment.
- Establish and maintain effective working relationships with the public, developers and City Staff.
- Supervise and train professional and technical staff.
- Conduct, analyze and interpret research to make effective recommendations consistent with current laws, regulations and policies.
- Handle difficult situations with tact and diplomacy, and maintain an open and approachable manner.
- Exercise independent judgment in selecting an appropriate course of action from among many alternatives.
- Communicate effectively both orally and in writing including making presentations before public agents and community organizations.
- Compile analytical and financial reports and conduct real estate economic analysis using spreadsheet software.

**License or Certificate:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**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:

- Require to meet approved minimal physical and medical standards.
- Require to use hands for finger movement manipulation, handling, or carrying objects and documents.
- Require to reach with hands and arms.
- Occasionally lift, push and/or pull objects up to 25 pounds.

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- Are subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.
- May be required occasionally to work evening and weekends.
- Require to use personal computer and office equipment.
- Require to respond to heavy, continual workload.