

## **COMMUNITY DEVELOPMENT MANAGER**

### **Job Summary:**

Under general direction, assists the Director of Community Development in planning, implementing and evaluating programs which encourage economic development in the City; directs managers and staff within the Successor Agency, Housing Authority, and business and employment development; meets with potential investors, developers and businesses to encourage and facilitate business retention and attraction, employment development and investment in the City; serves as liaison with local, State and Federal economic development agencies, and brings various program activities together under a citywide planned and coordinated economic development strategy.

### **Class Characteristics:**

This position reports to the department director, and is primarily responsible for coordinating the City's economic development activities with other divisions within Community Development and other departments in the City, supervises department staff, and acts on behalf of the department director in his/her absence in coordinating and managing the activities of the Community Development Department.

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

(The City reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, directs and implements Community Development Department operations related, but not limited to, planning, economic development, employment development, housing authority, successor agency, and CDBG and associated programs.
2. Develops and implements goals, objectives, policies and procedures related to the Community Development Department, oversees office operations, maintains appropriate records and files and coordinates work flow.
3. Provides leadership, direction and guidance in Community Development policies, procedures, strategies, work standards, and strategic goals; maintains, updates, and ensures procedural compliance for mandated programs.
4. Supervises employees, which includes prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary recommendations.
5. Directs the preparation and review of applications, proposals, agreements, plans, staff reports, and other related documentation and correspondence.
6. Directs the preparation of the Community Development Department budget, monitors revenues and expenditures.
7. Facilitates, leads, and/or participates in meetings and committees; represents the department and the City at meetings and conferences.
8. Represents the City in preliminary and final contract negotiations with developers, realtors, and financial institutions for proposed project.
9. Perform related duties and responsibility 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 from an accredited four-year college or university in Public Administration, Business Administration, Economics, Urban Planning or a related field and five (5) years of administrative experience in economic or industrial development. A Master's degree in a related field is preferred.

**Knowledge of:**

- Principles and practices of community development and its components such as planning, financing, site selection, business outreach and recruitment, existing business expansion and development entitlement assistance, and employment development.
- Federal Community Development Block Grant program and other HUD requirements.
- Federal Workforce Investment programs and practices.
- Principles and practices of property management, the acquisition and disposition of real estate, financing and construction, and public infrastructure improvements.
- Public administration, practices in the planning and implementation of department functions.
- Principles and practices of economic development.
- Governmental accounting, budgeting, and finance principles and practices.
- Administration of staff and activities, either directly or through subordinate supervision.
- Applicable State, Federal and local ordinances, laws, rules and regulations, including California redevelopment law and redevelopment dissolution law.
- Computer applications and hardware related to performance of the essential functions of the job.
- Methods of project financing of buildings, sites and equipment.
- Business periodicals and publications relating to industrial and commercial development, stock market trends and related business matters affecting the growth of the community.
- Site development and architectural plans in conjunction with project development.
- Alternative financing structures for mixed income rental projects.

**Skill and/or Ability:**

- Develop a community development strategy consistent with the needs of the community.
- Work closely with management, legal counsel, consultants, commercial and industrial realtors, Chamber of Commerce and other agencies aimed at achieving the necessary services for industrial projects.
- Work effectively and cooperatively with public and private officials and members of the public.
- Prepare and write comprehensive and concise reports.
- Ability to speak effectively before public groups and respond to questions.
- Ability to interpret a variety of technical instructions with abstract and/or concrete variables.
- Operate a personal computer and related software.
- Negotiate Successor Agency and Housing Authority contracts and financial transactions.
- Plan and organize work to meet schedules and timelines.
- Represent the Agency in preliminary and final contract negotiations.

**License and Certificates:**

Possession of a valid California Class C Driver's License is required. 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 Demands and Work Environment:**

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

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- Will attend periodic evening meetings, work weekends and/or travel to attend meetings.
- Will participate on the City's emergency response team.
- Use a City and/or personal vehicle in the course of employment.