

CITY OF SALINAS

ASSISTANT REDEVELOPMENT PROJECT MANAGER

BARGAINING UNIT/CLASS CODE:

SMEA / D10

DEFINITION

To supervise programs and projects in the Redevelopment Agency; to develop and implement low income housing, construction and rehabilitation programs; and to provide technical and administrative staff assistance in the development of City policies and grant applications.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the professional Planning series. Assignments are generally limited in scope and within the design and procedural framework established by higher-level employees. As experience is acquired, the employee will perform with increasing independence. This class is distinguished from that of the Redevelopment Project Manager by the less complex assignments and the less independence/discretion exercised.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Redevelopment. May exercise indirect and/or supervision over project personnel.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the development and implementation of goals, objectives, policies, and priorities. Facilitate redevelopment and rehabilitation programs for the City; oversee the use and maintenance of the properties owned by the Redevelopment Agency. Assist in the development and implementation of new and revised rehabilitation and redevelopment and housing projects, including major construction projects; coordinate related activities with other City departments. Assist with negotiations on behalf of the Redevelopment Agency for the acquisition and disposition of redevelopment properties; negotiate, prepare and administer contracts and agreements related to low income housing and redevelopment projects and programs. Assist with preparation, monitoring, and administration of project budgets and funding allocation; develop financing plans and agreements with public agencies and appropriate private parties for redevelopment projects; oversee and direct grant application program. Facilitate work with business owners, investors and developers to encourage and facilitate new investment in the redevelopment projects. Prepare and present a variety of reports, recommendations, contracts, and memoranda to the Redevelopment Director, Agency staff, Salinas Redevelopment Agency, City Council, other public agencies and relevant advisory bodies with respect to redevelopment matters. Coordinate redevelopment activities with other departments, other governmental agencies, boards, commissions, groups and outside organizations; plan, schedule and conduct public presentations explaining redevelopment projects; participate in numerous public hearings. Review and draft legislation in related fields of specialty and represent Agency at appropriate legislative hearings and meetings. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move

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about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Relevant Federal and State laws, regulations, reporting requirements, financial procedures, etc., governing community redevelopment agencies. Principles and practices of organization, administration, budget processes, grants and contract administration, and personnel management. Principles and practices of public and private financing and loan management as applied to development and redevelopment is desired. Principles and practices of business and economic development with a major emphasis on redevelopment is desired. Operation of personal computers with proficiency using word processing and spreadsheet programs.

Ability to:

Coordinate major housing and redevelopment programs with multiple projects in a complex environment. Effectively analyze large amounts of detailed and complex information, to develop sound business recommendations and workable alternatives. Assist in preparing and administering the department budget. Understand the applicability and ensure Agency's compliance with all Federal and State laws and regulations associated with redevelopment projects; to keep abreast of current developments in legislation trends in redevelopment. Deal effectively with complex and sensitive issues. Communicate clearly and concisely, orally and in writing. Identify, coordinate and resolve a wide variety of interests in redevelopment projects; negotiate effectively with developers, property owners and consultants. Promote the mission, values and standards of an effective organization, particularly in the area of customer service.

License or Certificate:

Possession of a valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties, would be any combination equivalent to a Associates degree from an accredited college or university in Business, Finance, Public Administration, Urban Planning or a closely related field. The equivalent of at least two (2) years progressively responsible experience in developing, completing, and managing redevelopment programs and projects or related field. Bachelors' degree desired.

Reviewed _____ Approved _____
Department Director Human Resources Officer

Approval Date _____

ORIG: 9-01, REV: 2-07