

MAJOR FUNCTION

This is responsible professional and supervisory work in planning, research, program design, procurement, contracting, and community development/redevelopment. Work involves assisting a board of directors to formulate and implement the Community Redevelopment Agency's (CRA) policies, plans and programs for targeted area development and redevelopment activities. An employee in this position must exercise considerable independent judgment in program management and technical planning. Work is performed under the supervision of the Community Redevelopment Agency Program Director and is reviewed through conferences, analysis of reports and recommendations, and through evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews, evaluates and monitors outside funding requests, complex planning proposals and redevelopment issues. Assists the Program Director in preparing and implementing the Agency's annual budget as well as administering Agency approved programs and projects. Monitors operational and capital expenditures, and ensures payments are timely, accurate, and consistent with approved contracts or other obligation agreements. Assists in the development of long- and short-term goals, objectives, programs and projects consistent with the appropriate community redevelopment plan. Prepares and, as appropriate, implements/administers policy concepts, management strategies and technical reports designed to further the goals and objectives of the appropriate community redevelopment plan. Assists in the preparation of Agency meeting materials, including Agency meeting agendas and agenda items. Manages all activities associated with the Agency's advisory committees, including scheduling meetings, preparing meeting agendas and materials, monitoring member terms, and evaluating/implementing committee recommended programs and projects. Coordinates and liaisons with other City departments, neighborhood and business associations, and other outside agencies/organizations for the further promotion of Agency goals and objectives. Recommends the selection, transfer, promotion, grievance resolution, and discharge of subordinates. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs other related work as required

Other Important Duties

Monitors and assists City and County staff in the promotion of other economic development activities within the Community Redevelopment Area boundaries; serves on committees as required. Monitors and assists in the promotion and implementation of the City's Brownfields Program and related Brownfields Revolving Loan Program. Performs other related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of comprehensive planning, growth management, community development, and urban redevelopment. Considerable knowledge of federal and state grants, loans and other public/private financing alternatives. Considerable knowledge of business development, feasibility analysis, finance, real estate investment and land development processes. Considerable knowledge of the principles, methods and practices essential to the analysis and evaluation of economic and marketing research data. Considerable knowledge in procurement and budgeting procedures, including operational experience in PeopleSoft Financials, or a similar financial operations program. Ability to exercise considerable independent judgment in program management and technical planning. Ability to operate independently and in small to large teams. Ability to administer and participate in complex planning studies and to analyze information and formulate substantive recommendations. Ability to communicate clearly and concisely, orally and in writing. Ability to present technical information clearly and concisely to the public, both orally and in

writing. Ability to establish and maintain effective working relations as necessitated by the work. Ability to use a microcomputer and related programs and applications for successful job performance. Skill in marketing development projects and handling development negotiations.

Minimum Training and Experience

Possession of a master's degree in urban and regional planning, business or public administration, economics, architecture, finance, or a related field, and two years of professional experience that includes preparing and implementing redevelopment programs and policies, working with citizen and business groups, land use planning, affordable housing, grant preparation and administration, brownfield redevelopment, or economic analysis/forecasting; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 10-12-99
Revised: 04-19-04*
11-02-09*
02-28-13