



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

REDEVELOPMENT AGENCY MANAGER

DEFINITION

The Redevelopment Agency Manager performs responsible administrative and professional work in the management of the Redevelopment Agency, and Housing and Community Development programs.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Community Development Director. The position exercises a high degree of independent judgement in completing major projects affecting the economic and social well-being of the City. Supervises professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

- Assists in the development of goals, objectives, policies, and priorities.
- Develops and administers redevelopment plans and programs.
- Participates in the selection of and decisions made in the use of outside professional and consultant services; reviews and manages the work of consultants and outside professional services.
- Provides technical assistance to and coordinates activities with City departments, City Manager, Redevelopment Advisory Committee, City Council, and appropriate organizational units.
- Confers with developers, City personnel and the general public regarding agency programs.
- Develops new sources of funding; prepares and submits applications for grants.
- Performs general administrative activities including preparation and administration of budgets, contracts, resolutions, correspondence and related materials.
- Prepares and analyzes project proformas; evaluates project cost estimates and analyzes related data.
- Negotiates complex agreements with private developers relative to public/private development.

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EXAMPLES OF DUTIES (continued)

- Supervises and evaluates professional and clerical staff.
- Provides staff services to City Council/Redevelopment Agency, City Council Committees and special purpose committees.
- Administers redevelopment activities consistent with the direction of the general City Community Development Plan and sound planning principles.
- Coordinates project activities including; real estate acquisition and disposition; building relocation, demolition, construction and rehabilitation; project improvements when necessary.
- Prepares and administers contracts in accordance with specifications developed in cooperation with the City Attorney's office.
- Monitors, reviews, and analyzes applicable legislation; prepares legislative analysis; makes appropriate recommendations regarding legislation.
- Represents City in professional and community meetings.

QUALIFICATIONS

Knowledge Of:

Modern supervisory, administrative, and management principles, practices, procedures and techniques; real estate and redevelopment techniques; applicable laws, codes, ordinances, rules and regulations; methods of public financing; methods of statistical analysis; land use planning principles and practices.

Skill In:

Preparing and presenting graphic materials on development and redevelopment proposals and projects; preparing clear, concise written documents; developing an operating budget consisting of multiple funding sources; preparing grant materials and applications.

Ability To:

- Plan and organize work effectively; communicate effectively, orally and in writing.
- Apply principles, practices, and procedures of effective supervision on a daily basis; deal effectively with a variety of City, community, private and governmental groups and individuals.
- Exercise a wide latitude of independent judgement; analyze economic, sociological and legal information; recommend feasible and effective solutions to complex development and redevelopment projects.

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Ability To: (continued)

- Interpret and apply new and existing Federal and State laws and regulations; monitor proposed legislation.
- Maintain the operating budget; meet critical and important deadlines.
- Negotiate complicated transactions; review development and redevelopment proposals for compliance.

EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills and abilities would be qualifying.

A typical way to obtain the required knowledge, skills and abilities would be:

Education – Equivalent to a Bachelor’s Degree from an accredited college or university in Public Administration, Urban Studies, Planning, Economics or a related field. A Masters Degree is desirable.

Experience – Four years of progressively responsible experience in housing and redevelopment, planning and public finance.

OTHER CHARACTERISTICS

Ability to attend frequent evening meetings; travel locally and out of town for meetings and conferences of one day or more.

LICENSES

Must have a valid California Driver’s license with a satisfactory driving record.