

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

REDEVELOPMENT PROJECT MANAGER

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At-Will	Approved by City Council: 6-1-09
Classification Series: Community Development	Resolution No.: 2009-68
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Housing and Community Development Manager, this mid-management position directs, coordinates, monitors and evaluates assignments related to redevelopment, acquisition of property, relocation and project development and performs duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in the coordination preparation and monitoring of departmental budgets;
- Collects, analyzes and interprets planning and zoning regulations;
- Interprets and applies federal, state and local laws governing land uses, zoning and redevelopment activities;
- Prepare written reports and provide recommendations to Council or Community Development Commission Board;
- Answers inquiries of public;
- Coordinates property acquisition and escrows;
- Monitors contracts and agreements with consultants and developers;
- Coordinates relocation activities;
- Implements Redevelopment Agency projects in a timely and effective manner;
- Implements City-sponsored programs for economic development and business assistance;
- Ensures that all bureau programs are administered in strict compliance with applicable federal, state, and local laws, regulations and policies;
- Ensures proper use of financial resources through management control of approved agency budget;
- Assists in coordinating and monitoring the preparation, coordination, and administration of the department budget;
- Prepares news releases and public information programs;
- Administers programs for the lease and/or development of agency-owned properties;
- Prepares support data for eminent domain court cases;
- Establishes programs to maximize private capital investment of redevelopment projects;
- Supervises, evaluates and trains subordinate staff;
- Coordinates the work of subordinate employees;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of administration as applied to the development and revitalization of a city and the economy of a local community;
- Methods and redevelopment program techniques employed in grant administration;
- Financing methods and techniques applicable to public and private construction;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Organize, direct and coordinate the activities of a broad and varied physical and economic development programs;
- Accept responsibility and to schedule and program work on a long-term basis;
- Deal courteously and tactfully with the public;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;

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(Continued)

- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university in Planning, Architecture, Public Administration, Business Administration, Economics, Sociology, or a closely relate field.

Experience:

Two (2) years of project development experience, public relations, urban planning, redevelopment, and real estate.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.