

## **CITY OF COLTON REDEVELOPMENT MANAGER**

### **DEFINITION:**

Under the direction of the Development Services Director, plans, manages, oversees and directs the operations and services of the Redevelopment Agency, which will include overseeing all economic and redevelopment activities within the City; coordinates agency activities with other City departments, officials and/or outside agencies; and provides responsible staff support to the Redevelopment Agency Board.

### **DISTINGUISHING CHARACTERISTICS:**

The **Redevelopment Manager** is the management class level responsible for the operations, activities and services of the Agency.

### **SUPERVISION EXERCISED:**

Exercises direct supervision over professional, technical and clerical staff.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Accept management and administrative responsibility for all Redevelopment Agency activities and services including activities associated with economic development and redevelopment including housing, commercial and industrial development within redevelopment project areas and other parts of the City in accordance with state laws.
- Contribute to and participate in developing, and maintaining Redevelopment Agency goals, objectives, policies and priorities for appropriate service areas; ensure that established goals and priorities are achieved.
- Plan, direct and coordinate the Redevelopment Agency work plan through appropriate staff; delegate work activities and responsibilities to appropriate personnel; review and evaluate work methods and procedures; identify and resolve problems and/or issues.
- Review and evaluate service delivery methods and systems including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Oversee the selection, training and evaluation programs for all Redevelopment Agency personnel; provide or coordinate staff training; identify and resolve staff deficiencies; execute discipline and/or termination procedures.
- Supervise the development, administration and implementation of projects directed to meet redevelopment goals.
- Oversee the administration of the Redevelopment Agency to ensure compliance with State and Federal requirements.
- Represent the Agency in redevelopment matters; keep the City Manager/Executive Director, Development Services Director and the Redevelopment Agency Board abreast of necessary information and developments.
- Serve as a technical advisor to the Redevelopment Agency, City Manager/Executive Director, Development Services Director and other City departments and civic groups on related matters.

- Coordinate with the Management Services Director in developing the Agency's budget; monitor and approve expenditures; make recommendations for adjustments to the budget as is necessary.
- Serve as a resource for department personnel, City staff and other organizations; coordinate pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attend and participate in professional and community meetings as necessary; stay current on issues relative to Redevelopment and relative service delivery responsibilities; respond to and resolve sensitive and complex community and organizational inquiries and complaints.
- Perform other related duties as required.

**WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and counter service.

**QUALIFICATIONS:****Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Redevelopment Manager. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly related redevelopment, planning or community development experience and a bachelor's degree in planning, public administration or a related field.

**License/Certificate:**

Possession of a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:****Knowledge of:**

Principles and practices of redevelopment and enterprise zone administration.  
Principles and practices concerning Redevelopment programs.  
Research methods and sources of information relating to economic and redevelopment.  
Principles of organization, administration, budget and personnel management.  
Principles and practices of program development and administration.  
Principles and practices of budget administration.  
Methods and techniques of supervision, training and motivation.  
Applicable Federal, State, and local laws, codes and regulations with special emphasis on the California Community Redevelopment Act.  
Principles and practices of redevelopment finance.  
Modern office equipment including a computer and applicable software.  
Methods and techniques for basic report preparation and writing.

**Ability to:**

- Plan, organize and direct the work of subordinate staff.
- Select and supervise subordinate staff.
- Manage and oversee the operations and activities of the Redevelopment Agency.
- Interpret economic and redevelopment programs to the general public.
- Courteously respond to community issues, concerns and needs.
- Analyze a complex issue and develop and implement an appropriate response.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Make adjustments to standard operating procedures as is appropriate.
- Apply applicable laws, codes and regulations.
- Establish and maintain effective working relationships.
- Communicate effectively with the Redevelopment Agency Board, City Manager/Executive Director, staff and the general public.

**Skill to:**

- Operate a motor vehicle on City streets.

**APPROVED BY COUNCIL:**