

REDEVELOPMENT AND HOUSING DIRECTOR

Definition

Under administrative direction of the City Manager/Executive Director, directs redevelopment matters, organizes, coordinates and directs all City economic development, community development (including housing and code enforcement); and redevelopment functions and activities; provides policy guidance and strategies regarding programmatic areas; fosters cooperative working relationships with local, state and federal funding agencies, business and community groups and the public; performs related work as assigned.

Class Characteristics

The class has overall responsibility for policy development program and grant administration and financial activities of a broad base of program areas targeting economic, community development and redevelopment. The incumbent is also responsible for accomplishing all departmental goals and objectives in compliance with laws and regulations and in coordination with City general goals and objectives.

Examples of Duties

Plans, develops, implements and evaluates economic development, housing and community development, code enforcement and redevelopment programs and activities; coordinates such activities with those of other City departments, public agencies and business and community groups.

- Serves as the Director and Administrator of the Redevelopment Agency
- Plans, organizes, coordinates and directs the work of the department.
- Establishes organizational priorities; schedules and monitors the quality, timeliness and effectiveness of work performed.
- Acts as the primary departmental representative with the Commission, committees, staff, the public and representatives of other agencies and private groups to develop and implement a variety of broad-based development strategies and programs.
- Oversees the preparation of grant applications, loans, leases, agreements for purchase of services, real property acquisition and disposition and other financial and administrative transactions;
- Administers and monitors the departmental budget, which includes multiple programmatic funding sources; coordinates funding source financial and programmatic audits.
- Analyzes, interprets and applies regulations, policies and procedures.
- Oversees or performs the provision of staff support and the preparation and presentation of a variety of reports to City Council, Agency Board, commissions and committees, other agencies and the public.
- Develop and implement marketing plan and strategies.
- Assist and/or direct the Planning Department and not limited to General Plan updates, Housing and Traffic elements
- Long range planning.

Qualifications

Knowledge of:

- Administrative principles and practices, including goal setting, budget development and implementation and employee supervision.
- Programs and practices related to economic development, housing and community development and redevelopment.
- Socio-economic, financial, political and environmental issues influencing public agency development activities.
- Applicable laws, ordinances and regulations.
- Principles and techniques of program planning, analysis and evaluation.
- Office administrative practices and procedures.
- Basic principle of real property administration.
- Development of marketing strategies

Ability to:

- Plan, organize, coordinate and oversee varied development programs and activities.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex administrative and technical problems, evaluate alternative solutions and adopt effective courses of action.
- Interpret, explain and apply ordinances, regulations, policies and procedures.
- Represent the City effectively in meetings with funding agencies, governmental and private groups and the public.
- Promote cooperative relationships among departmental staff, the City and other agencies and groups.
- Direct the maintenance of accurate records and files.
- Prepare clear and concise reports, correspondence and other written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Evaluate and apply for federal, state, local or any grants available to the City and Agency.

Education/Experience:

Any combination of training and experience equivalent to graduation from a four-year college or university and five (5) years of professional experience which demonstrates possession of the knowledge, skills and abilities listed.

Must:

Possess a valid California Driver's License with a driving record acceptable with the City's insurance carrier.