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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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09/21/11

Revised

**TITLE:                   DEVELOPMENT DIRECTOR (NON-CLASSIFIED)**

**DEFINITION**

Under executive direction, to plan, direct, organize and review the development, promotion and administration of City development programs and projects including Economic Development, Redevelopment and Housing/Community Development; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** City Manager and/or Assistant City Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives executive direction from the Assistant City Manager and/or City Manager. Exercises management direction over professional, technical, and administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Plan, develop and organize basic programs, activities and procedures to accomplish City development objectives.
- Direct and review project activities, including funding, property acquisition, relocation, project improvements, disposition and development, to assure uniform application and compliance with Board/City directives.
- Direct the assignment and reassignment of personnel to projects.
- Provide technical advice to the Redevelopment Board /City Council, City Manager and other departments, and civic groups on development matters.
- Use communications media to support major objectives of development.
- Maintain liaison with Federal, State and local government organizations involved in development, with financial institutions, with developers, and with real estate and building fields.
- Attend and assist in conduct of Redevelopment Agency meetings, and such other meetings and conferences necessary to accomplish policy and program objectives.

**QUALIFICATIONS****Knowledge of:**

- Goals and procedures of urban renewal and development programs.
- Federal, State and local laws regarding development programs.
- Principles of organization, administration, budget and personnel management.
- Redevelopment laws and principals of development deals and agreements.

**Ability to:**

- Direct, coordinate and review all phases of development program.
- Communicate clearly and concisely, orally and in writing.
- Prioritize and manage cache of development related projects and programs.
- Provide leadership in establishing local and regional development priorities.
- Select, supervise, train and evaluate professional, technical and administrative support staff.
- Plan, organize and evaluate development opportunities.
- Lead the development, implementation and administration of goals, objectives and procedures for providing effective and efficient development programs and services.
- Interpret and apply Federal, State and local regulations pertaining to urban development.
- Establish and maintain cooperative relationships with a variety of citizen, public and private organizations and businesses.
- Coordinate programs and activities between departments and outside agencies.
- Represent the City/Agency effectively in meetings; prepare and deliver persuasive presentations.
- Foster an environment of teamwork.
- Lead, coach, instruct and motivate employees.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university in business or public administration, regional planning or related field.

Experience: Ten years of progressively responsible administrative experience in urban development, planning, or related endeavor.

**MEDICAL CATEGORY:** Group 4

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Development Director

**TO:** Assistant City Manager