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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

7/23/10  
Revised

**CLASSIFICATION SPECIFICATION**

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**TITLE: PROJECT COORDINATOR - DEVELOPMENT  
PROJECT COORDINATOR - DEVELOPMENT (NON-CLASSIFIED)**

**DEFINITION**

Under general direction, to assist a Project Manager, or higher level staff, in the planning, developing, organizing, and managing of development programs, projects, and activities within one or more development project areas, involving the following aspects: financial analysis; liaison with the community; coordination of activities with developers, non-profits, business operators, owners and tenants; business development; contract preparation and supervision; marketing activities; and to do related work as required.

**REPORTS TO:** Project Manager, or higher level management staff, as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is the journey level classification in the Project Manager Series. The Project Coordinator - Development class is distinguished from the Project Assistant by the difficulty and complexity of work performed; the coordination of activities for a large and complex project or multiple complex projects; and the ability to exercise direct supervision over para-professional, technical, and clerical staff. This class is distinguished from the Project Manager by the absence of direct supervision of other professional level staff and the absence of managerial responsibility, and authority for development projects and programs. An incumbent in the Project Coordinator – Development class is expected to frequently carry out assignments and refers to supervisory personnel only those matters which involve policy decision, technical questions, and unusual public relations problems. Discretion is required in applying general goal and policy statements, and in resolving problems. Latitude is necessary in administering a complex and sensitive area of responsibility. Incumbents may have lead responsibility on a project basis and may supervise para-professional, technical, and clerical staff.

This class may be utilized by any division within the Development Department including Redevelopment, Housing and Neighborhoods, Economic Development, Capital Projects and Community Development. Incumbents may be assigned working titles including Housing Coordinator, CDBG Coordinator, Neighborhood Coordinator, Economic Development Coordinator, Marketing & Special Events Coordinator, Homeless Services Coordinator or other title as may be descriptive of a particular assignment.

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.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from a Project Manager or higher level management staff. Exercises lead responsibility on a project basis and/or direct supervision over para-professional, technical, and clerical staff as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

General assignments, which may be assigned for all positions:

- Assist the Project Manager in the coordinating, monitoring, and evaluating of the planning and execution of all activities for assigned projects.
- Assist in the development of objectives, priorities, schedules and budgets for programs, projects and activities.

- Establish and maintain relationships with organizations, businesses, commercial and/or housing developers, brokers, public agencies, property owners, non-profits, community groups, and the general public to promote and facilitate the planning and execution of various Development projects, programs, and/or processes.
- Make public presentations to legislative bodies and other public agencies, as directed; make public presentations to community groups, development associations and other major assemblages regarding various Development projects, programs and/or processes.
- Assist in the preparation, administration, and monitoring of contracts and other related documents between the Department, the Agency and developers, other City departments, and non-profits; coordinate and administer construction and demolition contracts.
- Gather and analyze data, participate in special studies and analyses, and prepare and submit comprehensive reports on various aspects of programs and projects; prepare factual data, on an ongoing basis, for City, Agency and/or Housing Authority information and promotional materials.
- Assist in the development, monitoring, and administration of project-specific budgets on annual and multi-year basis; participate in coordinating long- and short-term project cash flow analyses; assist in redevelopment and/or affordable housing tax allocation bond financing.
- Coordinate with other departments the review and processing of specific private development projects; provide assistance and facilitation whenever necessary to expedite project development.
- Assist in the preparation and evaluation of Requests for Qualifications and Request of Proposals.
- Serve as a management liaison to a board and/or council; coordinate special projects and requests; write council reports.
- Supervise, train, and evaluate para-professional, technical, and clerical staff.

When assigned as Marketing & Special Events Coordinator:

- Assist in implementing the marketing strategy.
- Coordinate departmental newsletter.
- Coordinate direct mail campaigns.
- Coordinate the Development Department web page.
- Negotiate and administer various advertising contracts.
- Coordinate City-wide sponsorships.
- Assist in the development of various pieces of economic development collateral materials.
- Assist in creating and developing various advertisements and City-wide marketing materials.
- Coordinate special events such as ground breakings and grand openings.
- Develop private sector marketing partnerships to leverage private dollars.
- Analyze and make recommendations on various media opportunities.
- Draft press releases; design and create media press kits.
- Assist in coordinating joint marketing and sponsorships with other City departments.
- Assist in the implementation of a multi-media marketing program.
- Perform related marketing duties as assigned.

When assigned as Economic Development Coordinator:

- Perform property research and assist in site-selection for business leads.

- Prepare land use exhibits and due diligence packages for prospective developers and end users.
- Coordinate City demographic information.
- Assist in coordinating corporate site visits.
- Monitor retail, office, and industrial property inventories.
- Respond to business attraction and expansion leads.
- Coordinate special events for commercial real estate brokers and developers.
- Maintain economic development project data base.
- Serve as a City liaison to various industry organizations and committees
- Attend various industry-specific events and/or tradeshow
- Develop and/or create customized response packages for clients/business prospects.
- Coordinate and/or implement the use of various economic development incentives to attract and/or expand businesses.
- Assist in the administration of economic development grants.
- Conduct industry related research.
- Assist clients with various regulatory compliance issues.
- Analyze and make recommendations regarding various land use and/or planning issues.

When assigned as Homeless Services Coordinator:

- Implement the Homeless Action Plan.
- Serve as a centralized contact person for homeless information.
- Provide staff support to the Homeless Advisory Committee.
- Plan, organize and direct specialized programs and projects related to homeless issues.
- Conduct complex administrative research, studies and surveys; produce reports recommending appropriate courses of action and solutions to problems.
- Develop and maintain an inventory of homeless service organizations and facilitate interaction between governmental, non-profit and faith-based homeless service providers.
- Analyze service gaps in Riverside's Homeless Continuum of Care system and make recommendations to eliminate those gaps.
- Serve as a community liaison for homeless issues and as a representative at municipal, State, Federal and private sector meetings involved with homeless issues.
- Provide technical assistance to non-profit organizations on homeless program development.
- Write grant proposals and administer grant funding as needed to complete homeless projects or run homeless programs.
- Administer Emergency Shelter Grant and Housing Opportunities for Persons with AIDS Housing Opportunities for Persons with AIDS funds, including contract administration, invoicing and monitoring of subrecipients.
- Prepare marketing materials to educate the public, including the homeless services and regulations.
- Coordinate homeless policy and long-term planning on a regional level with the surrounding communities and the County of Riverside.

- Prepare an annual report for the City Council evaluating the Riverside Continuum of Care system and documenting measurable outcomes of homeless services in the community.
- Make presentations to City Council, boards and commissions and civic or professional groups as requested.

When assigned as Fox Foundation Coordinator:

- Implement the Fox Performing Arts Center Consultant Services Agreement and the Agreement for the Operation and Management of the Riverside Municipal Auditorium.
- Provide staff support to the Fox Riverside Theater Foundation.
- Develop and coordinate the fundraising strategy of the Fox Riverside Theater Foundation; secure donations of in-kind products and services and establish and maintain donor database.
- Prepare marketing materials, sponsorship brochures and packages, annual report, invitations and other materials as needed.
- Establish and maintain donor relationships including individuals and corporations; cultivate donors to build relationships and increase their giving; coordinate and attend special events for donor outreach and appreciation.
- Plan, organize and direct specialized programs and projects related to the Fox Riverside Theater Foundation.
- Write grant proposals and administer grant funding as needed to further the mission of the Fox Riverside Theater Foundation.
- Prepare and administer donor agreements; liaison with Fox Performing Arts Center Consultant regarding donor benefits.

When assigned as Housing Coordinator:

- Assist the Housing Project Manager in planning, organizing, and directing specialized affordable housing programs and projects.
- Prepare Request for Qualifications, Request for Proposals, Grant proposals, and City Council, Redevelopment Agency, and Housing Authority reports for affordable housing activities.
- Implement Affordable Housing Programs such as the Housing Rehabilitation Program and Down Payment Assistance Program.
- Coordinate legal documents for affordable housing projects and programs.
- Conduct complex administrative research, studies and surveys; produce reports to recommend appropriate courses of action and solutions to problems in relation to affordable housing.
- Maintain the affordable housing inventory.
- Conduct annual housing inspection and monitor low- and moderate-income housing certifications to ensure compliance with State and Federal regulations.
- Provide technical assistance to for-profit and non-profit organizations in regards to affordable housing projects and programs.
- Assist the Project Manager in administering the HOME Investment Partnerships Program and the Redevelopment Low- and Moderate-Income Housing Fund, to include contract administration, invoicing, monitoring subrecipients, and submitting compliance reports.

When assigned as Community Development Block Grant Coordinator:

- Assist in the oversight and implementation of the Five-Year Consolidated Plan and Annual Action Plan
- Assist in the development, oversight, and implementation of objectives, priorities, schedules and budgets for programs, projects and activities.

- Coordinate with non-profits organizations and City departments to facilitate CDBG projects and programs.
- Coordinate and implement the processing of invoices, monitoring, and reporting requirements
- Coordinate the preparation of annual reports and financial reporting

## **QUALIFICATIONS**

### **Knowledge of:**

- California Community Redevelopment Law, relevant U.S. Department of Housing and Urban Development regulations, real estate law, and other applicable sections of federal, state, and local laws and codes.
- Theory, principles, and practices of governmental land use planning.
- City organization, operations, policies, and objectives.
- Current trends in federal, state, and local redevelopment funding.
- Federal, state, and local economic development programs and incentives.
- Principles and practices of organization, administration, budget, grant funding and personnel management.
- Economics of real estate development.
- Principles of redevelopment tax increment financing.
- Principles of financial layering and general understanding of analysis of affordable housing development pro formas.
- Oral and written communications skills.
- Personal computer operation and software applications.
- Principles of supervision.
- Principles of public administration.
- Quantitative and management methods and techniques.

### **Ability to:**

- Coordinate, organize, and administer economic development, redevelopment project, affordable housing, homeless and neighborhoods programs activities.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups.
- Communicate well through written reports and correspondence.
- Establish and maintain effective working relationships.
- Interpret, apply and explain laws, codes, policies and procedures.
- Analyze situations accurately and adopt effective courses of actions.
- Operate a personal computer and applicable software programs.
- Supervise, train and evaluate para-professional, technical and clerical staff.

**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: The equivalent to a Bachelor's Degree from an accredited four year college or university with major work in public or business administration, economics, planning, marketing or a closely related field.

Experience: A range of 3-5 years of professional administrative or analytical experience in urban planning, real estate development, redevelopment, affordable housing, economic development, architecture, grant writing, community relations or related field. A Master's degree may be substituted for one year of the required experience.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

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

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Project Coordinator - Development

**TO:** Project Manager