

8130

10/06/09*Revised*

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: PROJECT MANAGER - DEVELOPMENT

DEFINITION

Under administrative direction, to plan, develop, organize, and manage development programs and activities within one or more development project areas, involving the following aspects: financial analysis; liaison with the community; negotiations with developers; business operators, owners and tenants; contract preparation and supervision; marketing activities; and to do related work as required.

REPORTS TO: Division Head or higher level management staff as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Project Manager Series. The Project Manager class is distinguished from the Project Coordinator - Development by the difficulty and complexity of work performed; the ability to directly supervise other professional level staff; and the managerial responsibility, authority, and accountability for development project and programs. This class is distinguished from the Redevelopment Program Manager by a lesser degree of difficulty and complexity of work performed; the absence of lead/supervisory responsibility for directing, managing, and negotiating development activities ; and a lesser breadth of responsibility for development projects and programs. An incumbent in this class is expected to frequently and independently carry out assignments and refers to supervisory personnel only those matters which involve policy decisions and unusual public relations problems. Ability is required in establishing general goal and policy statements, and in resolving problems. Latitude is necessary in managing and administering a complex and sensitive areas of responsibility. Incumbents may exercise direct supervision over professional, para professional, technical and clerical staff. This class may be utilized by any division with the Development Department.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from a Division Head or higher level management staff. Exercises supervision over professional, para-professional, technical, and clerical staff, as assigned.

EXAMPLES OF DUTIES

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

- Direct, coordinate, monitor and evaluate the planning and execution of all activities within assigned project areas.
- Establish objectives, priorities, schedules and budgets for programs, projects and activities.
- Establish and maintain liaison with organizations, private business firms, developers, brokers, public agencies, property owners, and the general public to promote and facilitate the planning and execution of redevelopment activities.
- Make public presentations to legislative bodies, other public agencies, as directed; make public presentations to community groups, development associations and other major assemblages regarding the redevelopment process or a specific project area activity.
- Identify and market sites targeted for redevelopment when appropriate.
- Assist in administration of contracts between Agency and consultants.
- Assist in preparation of contracts and other related documents between Agency and developers; responsible for compliance review of such documents.

- Conduct or coordinate special studies and analyses, and prepare and submit comprehensive reports on all aspects of assigned programs and projects; prepare factual data, on an ongoing basis, for Agency information and promotional materials.
- Supervise project-specific budget on annual and multi-year basis; coordinate long and short term project cash flow analyses; assist in redevelopment 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.
- Develop and/or assist in the preparation and evaluation of Requests for Qualifications and Request of Proposals.
- Work with private developers to encourage the redevelopment of specific project area; work with property owners to encourage the rehabilitation of properties.

QUALIFICATIONS

Knowledge of:

- California Community Redevelopment 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.
- Principles and practices of organization, administration, budget, and personnel management.
- Economics of real estate development.
- Principles of redevelopment tax increment financing.
- Oral and written communication skills.
- Principles of supervision.
- Personal computer operation and software applications.

Ability to:

- Plan, develop, manage and promote a sound redevelopment project program.
- Present ideas and concepts effectively and persuasively in speaking before large and small groups; and to communicate effectively in 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.
- Supervise, train and evaluate 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, or a closely related field. A Master's Degree or graduate level course work is desirable.

Experience: Four years of professional administrative or analytical experience in urban planning, real estate development, redevelopment, or community development, housing, economic development or related field. Experience must include one year in the management of redevelopment projects. 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 Manager

TO: Redevelopment Program Manager or Housing, Neighborhoods, and Community Development Manager.