



City of Woodland

REDEVELOPMENT MANAGER

DEFINITION

To plan, organize, coordinate, and manage the activities of the Woodland Redevelopment Agency, including the day-to-day operations and implementation and administration of the adopted Redevelopment Plan. This position will also administer certain Community Development Block Grant Programs related to City and Redevelopment Programs.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Community Development Director (Deputy Redevelopment Director). Responsibilities may include direct and indirect supervision of professional, technical, and clerical staff. May also provide direct and indirect management and supervision of consultants performing contracts for the agency as required, including the Downtown Coordinator.

EXAMPLES OF DUTIES:

The following are typical duties performed by the position, not an all-inclusive or limiting list:

ESSENTIAL JOB DUTIES

To plan, organize, coordinate and manage the Redevelopment Agency activities including land acquisition, project planning, land development and project management; monitor and forecast the fiscal and economic activity impacting the project area; assist in the economic development activities for the City.

Confer with engineers, lawyers, developers, architects, other City departments, a variety of agencies and the general public in acquiring information, negotiate real estate deals, and coordinating redevelopment activities.

Negotiate complex disposition and development agreements and owner participation agreements with developers and property owners.

Serve as staff to the Redevelopment Agency Citizens Advisory Committee and the Redevelopment Agency Board of Directors, City Council, staff liaison to the Planning

Commission, Historic Preservation Commission, and other boards, commissions and committees in redevelopment matters, including the preparation and presentation of reports and recommendations.

Conduct special studies and prepare detailed reports as needed.

Work with business owners, investors and developers to encourage and facilitate new investment in the community.

Plan, initiate and coordinate economic development activities for the Redevelopment Area especially retail and office development for the Downtown core area and industrial development in industrial area.

Implement the low-to-moderate income housing projects throughout Redevelopment Project area.

Supervise, coordinate and participate in the preparation of requests for proposals, interview of consultants, and contract negotiation for various environmental development services and other redevelopment services.

Analyze architectural, urban design, and economic issues for various agency development projects, and evaluate real estate financing proposals and development pro formas.

Establish schedules and specific plans for the implementation of development on identified sites including timelines, public notices and public participation opportunities, and coordinate other resources on both, private and public projects.

Prepare long term redevelopment recommendations and plans.

Assist in the preparation and be responsible for the implementation of the Downtown Specific Plan and the East Street Corridor Specific Plan and any housing plans/other specific plans that may be prepared.

Supervise staff assigned to redevelopment activities.

Manage the Agency Commercial Facade Improvement Loan Program.

Represent the City in the community and at professional meetings as required.

Regular and consistent attendance.

Prepare and submit the annual agency budget for review; present budgets before the Redevelopment Agency Citizens Advisory Committee; set annual Agency goals and objectives consistent with the budget.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and purposes of community development, redevelopment and economic development.

Applicable Federal, State, and local planning laws and regulations, including applicable environmental laws and regulations.

Principles and practices of real estate laws, real estate development, and redevelopment, business recruitment and economic development.

Principles and practices of management and supervision.

Development, construction and operating costs of housing and commercial development.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information related to redevelopment and economic development.

Principles of grant application and proposal preparation.

Contract preparation and administration.

Operation and programs of a personal computer

Skill to:

Plan, coordinate, and prioritize a variety of projects, including the work of consultants and coordinating with staff and regulatory entities.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Provide information to the general public regarding redevelopment activities.

Collect and analyze data and develop complex plans and reports; formulate land use policies for potential redevelopment projects.

Evaluate meeting preparation material; prepare agendas for a variety of redevelopment and planning projects for presentation to appropriate commissions, boards and committees.

Supervise and evaluate assigned staff.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Analyze economic studies, financial statements, marketing studies, plans and specifications and bid documents.

Negotiate contracts.

Manage, direct, coordinate and evaluate the work of professional and technical personnel.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

Develop cooperative public relations with contractors, developers, business owners, and the general public.

Analyze and compile technical and statistical information; prepare clear and concise technical reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ensure compliance with Federal, state and local rules, laws and regulations.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education:

Equivalent in a Bachelor's Degree from an accredited college or university with major work in redevelopment, planning, economic development or related field.

Experience:

Equivalent to four (4) years of increasingly responsible experience in redevelopment, planning, economic development or related field.

License or Certificate

Possession of a valid California Driver's License.

Council Action: May 15, 2001