City of Imperial Beach
POSITION DESCRIPTION

Title: **Redevelopment Coordinator**
Department: **City Manager**
Division: **Management**

GENERAL PURPOSE

Under direction, to assist in planning, organizing, implementing, and monitoring community redevelopment, housing, and economic development projects and programs; and to provide highly responsible and complex staff assistance to the City Manager.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist in the preparation of Redevelopment Agency goals and objectives; conduct studies and analyses involving functions of the Redevelopment Agency; assist with planning, implementing, and monitoring redevelopment, housing, and economic development projects and programs; assist in the preparation and monitoring of redevelopment, housing, and economic development project budgets and the Redevelopment Agency's annual budget; assist in the preparation of the Redevelopment Agency's annual report; assist in negotiations with owners and developers of real properties; assist in the preparation of requests for qualifications and requests for proposals; monitor work performed by legal acquisition, relocation, land use, engineering, and financial consultants; participate in problem resolution with contractors, citizen groups, citizens, and other public agencies; review pending legislation and make recommendations for appropriate responses.

PERIPHERAL DUTIES

Make public presentations regarding redevelopment, housing, and economic development activities, projects, and programs. Coordinate applicable City departments involved in redevelopment, housing, and economic development programs and projects. Attend meetings of the Redevelopment Agency, boards, commissions, committees, and other public meetings. Perform related duties and responsibilities as assigned. Operate modern office equipment including computer equipment and software. Obtain a California Drivers License within six months of employment.

EDUCATION AND EXPERIENCE

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in geography, urban planning, business administration, public administration, or a related field.

- One (1) year of related experience;
- Any equivalent combination of education and progressively responsible experience, with additional work experience, analytical or project management experience with a public agency, community development corporation, private developer, or consulting firm is desirable.

KNOWLEDGE OF

- Principles of redevelopment, government land use planning, tax increment financing, and commercial, industrial, and residential development.
- Pertinent Federal, State and local laws, codes and regulations.
- Sources of information related to a broad range of redevelopment, housing, and economic development programs, services and administration.
- Public relations techniques.
- Modern office procedures, methods and computer software and hardware.
- Principles and procedures of record keeping and report preparation.
- Principles of lead supervision and training.
- Safe driving principles and practices

ABILITY TO

- Research, analyze, and evaluate redevelopment, housing, and economic development programs, policies, and procedures.
- Prepare clear and concise correspondence and reports on a variety of community redevelopment, economic development, housing, financial, budgetary, and administrative issues.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Effectively administer a variety of departmental redevelopment, housing and economic development programs, and administrative activities.
- Plan, organize, and carry out assignments from management staff with minimal supervision and direction.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Develop and administer assigned budgets.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

TOOLS AND EQUIPMENT USED

Typewriter; personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or listen, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.