

***City of Imperial Beach***  
**POSITION DESCRIPTION**

**Title:** Assistant Project Manager  
**Department:** Community Development  
**Division:** Redevelopment/Housing

**GENERAL PURPOSE**

To perform professional and technical tasks under direction, to plan, organize, implement, and monitor community redevelopment, housing, and economic development programs and projects; and to render advice and consultation in assigned program areas.

**SUPERVISION RECEIVED**

Works under the general supervision of the Community Development Director/Redevelopment Coordinator.

**SUPERVISION EXERCISED**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Conduct preliminary negotiations and assist in final negotiations with owners and developers of real properties. Coordinate commercial and residential relocation activities. Prepare and coordinate the preparation and review of written materials on projects and programs, including owner participation agreements, disposition and development agreements, leases, agenda reports, ordinances, resolutions, memoranda, and correspondence. Prepare requests for qualifications and requests for proposals; review proposals to ensure conformity with State law, local ordinances, and Agency policy; prepare recommendations. Prepare and administer contracts for, and coordinate and monitor the work performed by legal, acquisition, relocation, land use, engineering, planning, and financial consultants. Work with City Attorney and/or Agency Special Legal Counsel to ensure program and project conformance with applicable laws and regulations. Review pending legislation and prepare analysis of impact to City. Review, update and assist in the preparation of Agency goals, objectives, policies, and procedures. Represent the Agency at regional meetings on redevelopment, housing, and economic development.

**PERIPHERAL DUTIES**

Perform related duties and responsibilities as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Experience**

Four years of experience performing management analysis; ideally in the field of redevelopment, economic development or housing.

### **Training:**

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

### **License or Certificate:**

Possession of or ability to obtain, a valid Class C California driver's license.

## **KNOWLEDGE OF:**

- Principles and practices for planning and implementing redevelopment, housing, and economic development projects.
- Pertinent Federal, State, and local laws, codes, and regulations regarding community redevelopment, housing and economic development.
- Recent developments, current literature, information sources and research techniques in the field of redevelopment, housing, and economic development.
- Modern office practices, methods, and computer equipment.
- Safe driving principles and practices.

## **ABILITY TO:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of redevelopment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to redevelopment programs and functions.
- Prepare and maintain accurate and complete records.
- Prepare accurate and concise reports.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

## **TOOLS AND EQUIPMENT USED**

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. Incumbents require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; ability to communicate verbally to exchange information.

**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 work environment is typically an office setting with a noise level of quiet to moderate.