

BASE REUSE MANAGER

DEFINITION

Under general direction, is responsible for overall management, coordination and administration of complex redevelopment, real estate development, and capital improvement activities, functions, and projects; performs related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by fiscal and operational management including direct responsibility of major redevelopment, real estate development, and capital improvement projects, operations and functions, and by a wide scope of administrative responsibilities. Work is distinguished from that of lower classes by degree of work difficulty, autonomy, and the extent of supervisory, managerial and/or administrative responsibilities including managerial functions focused on professional staff management, and/or consultant contract and developer work oversight. Responsibilities may vary according to work assignments.

EXAMPLES OF DUTIES

1. Develops, administers, and coordinates redevelopment and mixed-use real estate development and capital improvement strategies and projects.
2. Prepares requests for proposals and related documents, negotiates and administers contracts with project participants and service providers; supervises and coordinates the work of consultants and contractors;
3. Coordinates project activities with other City departments.
4. Prepares, develops and implements short and long-range redevelopment plans; develops financial strategies for implementing redevelopment; secures new development and secures participation and input from developers, businesses, property owners, and residents.
5. Participates in negotiations for complex real estate transactions.
6. Manages and administers development agreements and all related entitlement, construction, and financial components.
7. Serves as liaison to various agencies, developers, community or professional groups, property owners and residents; develops and conducts public participation processes.
8. Prepares, reviews and presents various reports, resolutions and studies, including City Council staff reports and project status reports.
9. Prepares and administers project budgets and schedules; identifies and resolves potential conflicts or issues.
10. Develops and conducts economic studies, needs assessments and research analyses.
11. Performs general administrative activities, including the preparation and administration of grants, contracts and agreements, reports, correspondence and related materials.
12. Participates in departmental budget preparation and administration.
13. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four-year college or university with major coursework in public policy, public or business administration, planning, economics, real estate or a related field.

Experience: Five years of progressively responsible experience in managing redevelopment real estate development or capital improvement projects which includes substantial supervisory responsibility and experience in construction

administration, contract negotiations and complex real estate transactional processes. Public sector experience is highly desirable.

Knowledge

Knowledge of the principals and practices of redevelopment, real estate development, capital projects, and public policy; programs and resources for redevelopment, public/private sector approaches and techniques to stimulate and promote development activity; financial techniques and procedures relating to real estate and business development, and land financing; Federal, State and local regulations dealing with planning and real estate development; project management principles and practices; contract negotiation, implementation and administration; and project budget preparation and administration.

Ability

Ability to effectively manage redevelopment, real estate development and capital project activities and functions; develop, plan, coordinate, and implement projects; supervise, coordinate, plan, organize, and direct assigned staff, consultants, contractors, activities, and projects; demonstrate effective leadership and gain consensus and support; resolve conflicts effectively; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant federal, state, and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work projects and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, developers, businesses, and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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NA: Human Resources Department

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