

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 sophisticated complex fiscal and operational management including direct responsibility of major redevelopment, real estate development, land development and capital improvement projects, operations and functions, and by a wide scope of complicated ancillary administrative responsibilities requiring strong analytical skills. Work is distinguished from that of lower classes by degree of work difficulty, autonomy, and the extent of supervisory, managerial, analytical 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, oversees and coordinates-manages redevelopment and mixed-use real estate development, land development and capital improvement strategies and projects.
2. Prepares requests for proposals and related documents, negotiates and administers contracts with project participants, contractors, professionals and service providers; and supervises and coordinates-manages the work of consultants and contractors.
3. Coordinates project activities, responsibilities and project schedules with other City departments; acts as a primary contact for the City team that ensures compliance with the Specific Plan, zoning and other relevant planning documents for Alameda Point; and works City staff to prepare and implement risk management plans including securing appropriate pollution liability insurance to protect the City and establishing necessary measures and practices to reduce liability.
4. Prepares, develops and implements short and long-range redevelopment plans; develops financial strategies for implementing redevelopment; negotiates and secures new development and development partners and secures manages and coordinates participation and input from developers, businesses, property owners, and residents.
5. Participates in negotiations for and/or negotiates complex real estate transactions, including development agreements, disposition and development agreements, purchase and sale agreements and related project documents.
6. Manages and administers development agreements, disposition and development agreements and all related entitlement, construction, timelines and financial components of projects.
- 6-7. Ensures compliance with site-wide Federal and State permitting and environmental requirements for Alameda Point projects, as well as compliance with all restrictions imposed by the Navy.
- 7-8. Serves as primary liaison to various agencies, developers, contractors, professionals, community or professional groups, property owners and residents; develops and conducts public participation processes; and manages relationships with these and other stakeholders.
- 8-9. Prepares, reviews and presents various reports, resolutions and studies, including City Council staff reports and project status reports.
- 9-10. Prepares and administers project scopes of work, project budgets and schedules; and identifies and resolves potential conflicts or issues.
- 10-11. Develops and conducts or oversees and manages economic studies, needs assessments and research analyses.
- 11-12. Performs general sophisticated complex administrative activities, including the preparation and administration of grants, contracts and agreements, reports, correspondence and related materials.
- 12-13. Participates in departmental budget preparation and administration and manages overall project budget.
- 13-14. Supervises, trains and evaluates assigned staff.
- 14-15. Performs related duties as assigned.

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, land development or capital improvement projects which includes substantial supervisory responsibility and experience in construction administration, contract negotiations and complex real estate transactional processes.

Desirable Experience (not required): Public sector experience ~~is highly desirable though not required and/or Private real estate development experience, including deal structuring and negotiation, land development and entitlement/forward planning experience.~~

Knowledge

Knowledge of the principals and practices of redevelopment, real estate development, [land development](#), [land use planning](#), capital projects, and public policy; programs and resources for redevelopment, public/private sector approaches and techniques to stimulate and promote development activity; financial [and negotiation](#) 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, [and personnel management](#).

Ability

Ability to effectively manage redevelopment, real estate development, [land development](#) and capital project activities and functions; develop, plan, coordinate, and implement projects; supervise, coordinate, plan, organize, and direct assigned staff, consultants, contractors, [professionals](#), 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; [proactively solve problems](#); [diplomatically navigate a political environment](#); 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.

Special Requirements

[Willingness and ability to work outside regular scheduled hours to meet operational needs as this position requires attendance at meetings, including ones that will be conducted during evening hours and/or on weekends. This position requires irregular work hours as necessary to meet deadlines and achieve objectives.](#)

Other Requirements

[Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.](#)

Revised: 7/11/2019

NNA: Human Resources Department

[3/29/20213/23/2024 G:\Personnel\SPECS\Pending CSB Approval\2021 Meeting Specs\2021-04-07 Meeting\Base Reuse Manager - Job Description Final with Edits.docx](#)~~G:\Personnel\SPECS\Base Reuse Manager.docx~~

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.~~

Revision History

Retitled from Redevelopment Manager: July 2019

Revised: April 2021