

# City of Alameda



## Memorandum

Date: April 7, 2021

To: Honorable Civil Service Board

From: Nancy Bronstein  
Executive Secretary/Human Resources Director

RE: **Revisions to Existing Classification Specifications & New Classification Specifications**

Human Resources staff continually review job specifications to ensure the duties of the position are correctly identified in the job specification and the required qualifications are current and reflect the classification's essential duties. Staff also review job specifications to ensure the requirements do not create barriers for applicants or deter qualified applicants from applying for an open position.

Staff have included organizational charts to provide background on the structure of the department and the reporting relationships.

Below, please find background information on the attached job specification.

### **Base Reuse Manager**

The Base Reuse Manager is a highly specialized municipal job. This position is responsible managing the work associated with the development of the decommissioned naval base (a.k.a. Alameda Point). This job classification originated as a Redevelopment Project Manager and in July 2019, the position was retitled, to reflect the shift from redevelopment to Base Reuse, however, the duties remained the same.

In reviewing the current needs of the City, the Interim Community Development Director reviewed and updated the job description to upgrade the role from a project manager in order to include more direct responsibility for the negotiation and administration of complex real estate transactions, including development agreements, disposition and development agreements, purchase and sale agreements and related project documents, such as easements, construction contracts, professional service contracts and other ancillary development documents. The changes also reflect an increased strategic role for the Base Reuse Manager, since this position will have a significant role in the creation and implementation of development strategies for Alameda Point factoring in sophisticated knowledge of market conditions, development challenges, construction costs, etc.

Candidates possessing the scope of experience and breadth of skills required to be highly successful in this position will need a strong educational background and may have five or more years of private development experience.

The Human Resources Department will also be recommending a salary increase for this position as part of the addition of more complex duties.