

**DEVELOPMENT SERVICES DIVISION MANAGER**

**DEFINITION:**

Under general direction, implements, executes and manages a variety of economic development and community services programs within the Community Development Department which may include business attraction and retention, public art, homelessness, and housing programs; and performs other related work as required.

**DISTINGUISHING FEATURES:**

Work in this class is characterized by the innovative approach required to successfully address the City's economic development and community services needs and challenges. Working closely with the Community Development Director and City Manager, the incumbent will foster interactive and dynamic relationships with prospective and existing business partners, community-based organizations, City officials, financial institutions, residents and community groups, other agencies and City staff.

**EXAMPLES OF DUTIES:**

1. Manages the development, implementation and evaluation of assigned activities, including but not limited, to community services, economic development and housing.
2. Reviews and evaluates economic development and community service program goals, objectives and strategies and recommends changes to programs, policies, or procedures that will facilitate ongoing success.
3. Manages and administers the City's CDBG/Housing program.
4. Identifies and pursues grant and funding opportunities that leverage City resources for economic development activities and/or community programs; oversees procurement and administration of economic development grants and contracts.
5. Coordinates economic development and community services activities with and serves as liaison to, other City departments, outside agencies, and business and community groups; provides information and assistance regarding economic development matters, policies and procedures.
6. Facilitates the attraction, retention, growth and success of Alameda businesses through active engagement, business assistance, and provision of information, marketing and outreach; develops and implements strategies to assist with business growth, expansion and retention.
7. Ensures compliance with applicable federal, state and local laws, regulations and court rulings.
8. Assists in coordination with other divisions, departments, consultants, developers, property owners and community-based organizations regarding Development Services issues.

9. Manages financial resources from state, local and federal sources in compliance with applicable laws for use of funds.
10. Directs the administration and supervision of a variety of grants, loans and other funding to ensure compliance with programmatic and reporting requirements.
11. Assists in the planning and direction of complex and comprehensive community assistance, housing assistance and neighborhood and commercial rehabilitation programs and related activities.
12. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies, projects, monitors and approves expenditures; implements adjustments.
13. Serves as staff for a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the City Manager as it relates to real-estate transactions and economic development activities.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
16. Proposes policies and develops plans and programs to produce affordable and market rate housing by means of new construction or rehabilitation of existing units; evaluates proposals and makes recommendations.
17. Reviews, analyzes and prepares reports and other correspondence on all activities and transactions related to assigned projects, and provides timely information and status updates on assigned projects.
18. Prepares and presents comprehensive administrative, fiscal, statistical and technical studies, reports, evaluations, specifications and correspondence as required.
19. Develops, recommends and maintains accurate and current project budgets; manages cost and quality controls in all project activities.
20. 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 course work in social services, planning, public or business administration or an equivalent. A related Master's degree is desirable.

Experience: Seven years of progressively responsible development services experience involving community and economic development, redevelopment, financial management, at least four of which shall have been in a supervisory capacity.

Knowledge

Knowledge of principles and practices of economic and community services program administration as applied to the development and implementation of community service and housing assistance program activities; marketing objectives, strategies and tactics for economic development activities; financial management practices and procedures relating to real estate, business and industrial development; principles and practices of negotiation; State, Federal and local laws and regulations related to development; methods of grant administration; economic development policies, methods of identifying and resolving problems related to staffing, budgeting, supervision, training and employee relations; and principles and practices of supervision.

Ability

Ability to effectively plan, organize and direct Economic Development and Community Services programs and activities; develop effective working relationships with businesses and business associations, governmental agencies, and diverse community groups, boards and commissions; supervise, train and evaluate the work of others; communicate clearly and concisely; establish, interpret and explain policies and procedures; interpret and effectively apply pertinent aspects of Federal and State laws and regulations; develop, implement and direct a variety of redevelopment, economic development and housing rehabilitation programs; participate in the Department's Senior Management Team; accurately analyze situations and problems related to projects, identify solutions, consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations; train and evaluate the work of staff in a manner conducive to independent judgment, high performance and personal accountability; interpret and explain laws and regulations related to economic development, land acquisition, CDBG, and community services programs.

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.

Revision History

Previously approved by C.S.B: October 12, 2005