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| Salary Schedule | MOU | Benefits |
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City of Alameda
Code No. 1701
Approved by C.S.B.
October 12, 2005
Update October X, 2021

DEVELOPMENT SERVICES DIVISION MANAGER

DEFINITION

~~Under the general direction of the Development Services Director~~ Division Manager Director, is responsible for supervision, coordination, administration

~~Under general direction implements, executes and manages a variety of economic development and community services programs within the management of assigned Community Development Services Department which may include business attraction and retention, public art, homelessness, and housing programs; and performs other related work as required.~~ functions, projects and programs, including activities associated with:

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.~~

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- ~~▪ Reuse of Alameda Point~~
- ~~▪ Citywide Community and Economic Development Projects~~
- ~~▪ Management, Coordination and Direction and the Implementation of complex capital improvement and related projects located within redevelopment project areas and throughout the City of Alameda~~
- Affordable and Market Rate
- ~~▪ Workforce Development~~
- ~~▪ Community Programs and Resources~~
- ~~▪ Housing and Commercial Rehabilitation projects~~
- ~~▪ Neighborhood Improvement Initiatives~~
- ~~▪ Business Retention, Attraction and Development~~
- ~~▪ Financial Management and Compliance Reporting~~
- ~~▪ Research and analysis and administration of various projects, programs, and negotiations~~
- ~~▪ Exploration of funding opportunities for future programs~~
- Property Management

~~Performs other related work as required.~~

EXAMPLES OF DUTIES:

- ~~1. Supervises, trains and evaluates assigned staff~~
- ~~2. Oversees the execution of work performed in support of the mission of the Development Services Department~~
- ~~3. Directs assigned activities including but not limited to finance, community and economic development, capital improvement projects related to redevelopment, housing development, neighborhood improvement and community programs~~
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. Development

4. Identifies and pursues grant that leverage City resources for economic development activities and/or community future 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.
- ~~5-7. Insures~~ Ensures compliance with applicable federal, state and local laws, regulations and court rulings.
- ~~6-8.~~ Assists in coordination with other divisions, departments, consultants, developers, property owners and community-based organizations regarding Development Services issues.
 4. ~~Manages program supervisors in the coordination and review of the work of other employees, consulting engineers, consultants and attorneys~~
- ~~7-9.~~ Manages financial resources from state, local and federal sources in compliance with applicable laws for use of funds.
 5. ~~Prepares technical features of proposed ordinances or amendments to existing ordinances, resolutions and legislation~~
- ~~8-10.~~ Directs the administration and supervision of a variety of grants, loans and other funding to ensure compliance with programmatic and reporting requirements.
- ~~11.~~
- ~~9-12.~~ Assists in the planning and direction of complex and comprehensive community assistance, housing assistance and neighborhood and commercial rehabilitation programs and related activities. ~~including youth programs~~
 6. ~~Ensures proper accounting and purchasing procedures are followed in compliance with City ordinances~~
- ~~10-13.~~ Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies, projects, monitors and approves expenditures; implements adjustments.
- ~~14-14.~~ Serves as staff for a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.
- ~~12-15.~~ Provides responsible staff assistance to the City Manager as it relates to real-estate transactions and economic development activities.
- ~~13-16.~~ Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- ~~14-17.~~ 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.
 7. ~~Prepares, develops and implements short-range and long-range plans for redevelopment areas through community engaged planning processes. Develops financial strategies for implementing redevelopment plans. Secures new development. Secures the participation of redevelopment area tenants and property owners and obtains their input on policies, development strategies, funding plans and implementation schedules~~
18. 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.
- ~~15-19.~~ Prepares and presents comprehensive administrative, fiscal, statistical and technical studies, reports, evaluations, specifications and correspondence as required.
- ~~16-20.~~ Develops, recommends and maintains accurate and current project budgets; manages. ~~Manages~~ cost and quality controls in all project activities. ~~Assists in development of procedures, policies, record keeping, and duties as required related to overall administration of capital improvement and other redevelopment projects~~
- ~~17-21.~~ Supervises, trains and evaluates assigned staff.

- ~~8. Acts as or supervises project managers for construction, maintenance and renovation projects of the department and, as assigned, other City department projects~~
- ~~9. Negotiates complex Disposition and Development Agreements, Owner Participation Agreements, and Memoranda of Understanding~~
- ~~10. Oversees development of 5-year Implementation Plans, including mid-term updates~~
- ~~11. Oversees issuance of bonds to fund redevelopment activities~~
- ~~12. Serves as Development Services Director as required~~

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 ana equivalent. A related Master's~~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 ~~the~~ principles and practices of economic and community development services program administration as applied to the development and implementation~~administration~~ of community service and housing assistance program activities; marketing objectives, strategies and tactics for economic development activities; financial management practices and procedures relating to~~including accounting, financial planning, cost accounting, budgeting and data processing, short and long-term financing, tax increment financing, assessment district and grant financing, California Redevelopment law, current redevelopment policies, 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; principles and practices, economic development policies, and 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

Ability to

- ~~• Develop~~ effective working relationships with businesses and business associations, governmental agencies, and diverse community groups, ~~as well as with the City Council, Community Improvement Commission, Alameda Reuse and Redevelopment Authority, public officials and advisory boards and commissions;~~ supervise
- ~~• Supervise~~, train and evaluate the work of others; communicate
- ~~• Communicate~~ clearly and concisely; establish
- ~~• Establish~~, interpret and explain policies and procedures; interpret
- ~~• Interpret~~ and effectively apply pertinent aspects of Federal and State laws and regulations; develop
- ~~• Develop~~, implement and direct a variety of redevelopment, economic development and housing rehabilitation programs; participate
- ~~• Participate~~ in the Department's~~Department's~~ Senior Management Team; accurately
- ~~• Coordinate and supervise complex capital improvement and other redevelopment projects and consultant studies~~
- ~~• Maintain level of knowledge required for satisfactory job performance~~

- ~~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

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.

- ~~Interpret and explain laws and regulations related to redevelopment, land acquisition, economic development, CDBG and other federally funded 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.

Other Requirements

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

r: 10/4/05

NB: Development Services Department

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