

ECONOMIC DEVELOPMENT & HOUSING MANAGER

DEFINITION

Under general direction from the Community Development Director, plans, organizes, negotiates and assists with the activities of Redevelopment, Housing and Economic Development programs and provides general assistance to the Building and Planning Divisions. Serves as a member of the Community Development Department's management team.

SUPERVISION EXERCISED AND RECEIVED

Reports to the Community Development Director. May exercise direct or indirect supervision of support, technical and professional staff.

ESSENTIAL AND IMPORTANT DUTIES (Illustrative Only)

- Assists the Community Development Director in developing and administering the City's Redevelopment, Housing & Economic Development Programs. Develops housing opportunities with developers, establishes loan opportunity marketing efforts and develops effective application review and approval process for rehabilitation loans and grants.
- Identifies redevelopment, housing and economic development opportunities and works with City staff, City Council, and the private sector to implement the development opportunities. Activities may include obtaining conceptual approval by City Officials, developer selection, property acquisition, site preparation, financing, development agreement negotiation, and overall coordination of various developments.
- Communicates the City's redevelopment, housing and economic development strategies, programs and policies in meetings with individuals and public and private organizations. Works to develop a business-friendly climate in the City, and organize and assist in developing processes which are responsive to the needs of the business community in coordination with other City departments.
- Administers the redevelopment program and ensures compliance with State law. Responsible for the City's Redevelopment Implementation Plan and establishes programs and financial strategies for implementing redevelopment plans including securing the participation of redevelopment area tenants and property owners
- Coordinates the City's participation in housing projects/developments that may include developer selection, property acquisition, site preparation, financing, development agreement negotiation, and overall implementation of various housing developments.
- Works closely in partnership with the Building and Planning Departments to develop strategies for including rental and new affordable housing developments, and first-time homebuyer programs.
- Makes presentations regarding redevelopment, housing and economic development issues to the City Council, commissions, committees, citizen groups, and other agencies; actively participates in various committees and task forces at the local, regional, and state levels. Participates in the City's planning processes including the development of the General Plan with specific emphasis on the Housing element
- Works closely in partnership with the Building & Planning Divisions, and Public Works Departments to develop and implement the various programs, policies and strategies.
- Develops and implements specific business attraction, expansion and retention programs in accordance with the policy direction of the City Council.
- Prepares and administers program budget, estimates revenues and exercises budget control for

redevelopment, economic development and housing programs. Oversees sources of program revenue and administers funds.

- Makes presentations regarding economic development, redevelopment and housing issues to groups such as the City Council, commissions, committees, citizen groups, and other agencies; actively participates in various committees and task forces.
- Coordinates housing financing arrangements of the Redevelopment Agency, including grant applications to secure funds for housing development.
- Tracks, reviews and responds to proposed legislation affecting housing, economic development and redevelopment related issues.
- Serves as City's local review agent to evaluate housing finance applications through the state and federal governments.
- May represent City/Local Redevelopment Agency at local, county, and/or state-wide housing meetings.
- Establishes and maintains effective working relationships with employees, outside agencies and the public.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Demonstrated knowledge of: concepts, precedents, principles, laws, practices, methods, standards, procedures, trends and innovations in the field of city planning, redevelopment, public administration, and urban economics; of relevant land use, physical design, environmental, and social concepts; of mathematical concepts typically used; of the application, modification, and interrelationships between ordinances, policies, standards, procedures, and practices associated with Building, Planning, and Redevelopment; of federal, state and local laws and regulations; of reference sources used in the planning profession; of techniques used in complex negotiations; of local government administration; and of the functions and practices of city and other governmental work units with which coordination is required.

Ability and skills to: accurately interpret laws, ordinances, regulations, plans, and housing development documents; to work on several assignments and adjust priorities as needed; to gain cooperation and consensus through discussion and persuasion during sensitive negotiations; analyze problems and identify alternative solutions; anticipate consequences of proposed actions and implement recommendations in support of goals and objectives; evaluate program effectiveness; communicate clearly and concisely, orally and in writing; work effectively within a team environment and establish and maintain cooperative working relationships; perceive responsibilities within the context of citywide goals and objectives and to approach assignments with a customer orientation.

EDUCATION AND TRAINING

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be four (4) years of professional experience which includes experience in redevelopment, and/or housing development/affordable housing/ housing rehabilitation, and/or economic development with a demonstrated record of success, and a bachelor's degree from an accredited institution, with major course work in writing communication, planning, real estate, business or public administration, economics, or a related field.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability to operate a computer; to read, to hear voices and telephone. Ability to travel to various locations within and outside the City of San Carlos to meet program needs and fulfill the job responsibilities. When driving on City business, maintenance of a California driver's license and satisfactory driver's record is required. Must be able to actively participate in evening meetings.