

**CITY OF REDWOOD CITY
REDEVELOPMENT PROJECT MANAGER**

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DEFINITION

To manage specific redevelopment projects; to provide supervision to professional and technical classifications in the performance of duties related to the City's redevelopment efforts; to manage professional services contracts; and to facilitate the design and construction of multi-disciplinary projects within budget and schedule.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Redevelopment Agency Executive Director and/or the Redevelopment Division Manager.

Responsibilities may include technical and functional supervision of assigned staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Manage specific redevelopment projects or redevelopment project areas, including assisting in the development and monitoring of professional services agreements and contracts.
2. Analyze, develop and implement programs and plans for housing, economic development and redevelopment activities including the preparation and review of requests for proposals and/or qualifications in connection with recommended projects.
3. Assist in the development and implementation of short and long-range programs for new development and business retention & attraction efforts.
4. Determine methods of soliciting, financing, reviewing, and evaluating proposals for redevelopment projects; including affordable housing and commercial or mixed-use projects; prepare reports and make recommendations to public bodies.
5. Manage land acquisitions relocations, budgeting and construction activities for project implementation.
6. Interface with property and business owners, developers, design professionals, financial and economic consultants, etc. in the implementation of projects.
7. Maintain information on current available programs; assist in applying for new funding sources.
8. Prepare grant proposals and assist with the ongoing administration of any grants as well as other sources of revenue.

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9. Supervise the collection and analysis of economic and housing data and assist in the preparation of the economic and housing elements of the City's General Plan, the Economic Development Strategy, the Consolidated Plan, and the Redevelopment Implementation Plan.
10. Prepare staff reports and attend public meetings.
11. Prepare and make presentations at public meetings and community group meetings under the direction of the Redevelopment Program Manager and/or Executive Director.
12. Act as a liaison to businesses, business groups, non-profit organizations and other community groups as directed.
13. Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

California Community Redevelopment Law and redevelopment practices

Property acquisition and relocation laws and guidelines

Safe driving principles and practices

Skill to:

Operate a motor vehicle safely

Use a computer effectively, including familiarity with the following software: MS Word, MS Excel, MS PowerPoint and others as needed

Ability to:

Plan, lead, organize and control one or more projects

Be a highly effective communicator, motivator and team builder

Be multi-disciplinary oriented

Readily adapt to change

Communicate clearly and concisely, both orally and in writing

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work

EXPERIENCE AND TRAINING

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Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible housing, economic development or redevelopment experience, with at least two of these years of experience as project manager of complex physical projects in the public or private sector.

Training:

Bachelor's degree from an accredited college or university with major coursework in business, economics, engineering, public administration, urban planning, or a related field

License or Certificate:

Possession of or ability to obtain a valid California driver's license and proof of automobile liability insurance as required by the position

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to drive to different locations and some exposure to the outdoors; sit at desk for long periods of time; intermittently bend and twist to reach office equipment and surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.