

MEETING DATE 1/09/06

AGENDA ITEM Approval of the New Classification Specification for
Economic Development Administrator

<u>ATTACHMENTS</u>		<u>PAGE</u>
1	New Classification Specification for Economic Development Administrator	1-3
2	Classification Specification for Redevelopment Project Manager	4-5

Title ECONOMIC DEVELOPMENT ADMINISTRATOR

Definition

The occupant of this classification is in the unclassified service. This management position serves as the manager of the Economic Development Division responsible for overseeing the economic development activities including, business retention, expansion and attraction programs, financial incentives, coordinating and managing the Redevelopment Agency's property management and real property acquisition and disposition activities.

Supervision Received and Exercised

The position assigned to this classification reports to the Community Development Director (Assistant Executive Director of the Culver City Redevelopment Agency). Responsibilities include supervision of Management Analysts and other professional, technical and clerical staff as assigned.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

- 1 Manages and coordinates the planning and implementation of economic development programs including area marketing, advertisement and promotion campaigns, and business attraction programs
- 2 Develops with staff short and long-term strategies for implementation of economic and real property activities and implementation schedules and guidelines to accomplish strategies including but not limited to property acquisition and disposition, and developer/tenant selection and negotiation
- 3 Negotiates, prepares, evaluates and manages contracts for services related to property appraisal, acquisition, relocation, title search, property management, disposition and residential and business relocation
- 4 Negotiates with property owners or their agents for purchase, lease or voluntary transfer of property and easements, clearing of title and processing of claims for damage
- 5 Reviews analysis, documents and reports prepared by staff to assure accuracy, completeness and appropriateness
- 6 Develops with staff, and in coordination with all appropriate City Departments/Divisions, economic development priorities and real property objectives
- 7 Keeps abreast of legislative developments which may impact Economic Development programs, policies and/or procedures and implements approved follow-up action
- 8 Prepares and monitors the Economic Development Division's budget, ensuring programs are kept within established limits
- 9 Attends Council/Agency meetings and acts as a staff resource to various Agency sub-committees and City staff
- 10 Prepares or arranges for preparation of documents related to transactions of the Redevelopment Agency including, but not limited to, easements, conveyances, notes, deeds of trust, grant deeds, rights of entry, licenses, permits, reconveyances and agreements
- 11 Monitors contracts and agreements of the Redevelopment Agency relating to economic development or property management activities which involve payments or financial calculations

- 12 Manages Agency property not required for immediate use, which includes inspecting, monitoring and coordinating the maintenance of the property and the collection of rents and leases, verifies inventory of trade fixtures on the property
- 13 Analyzes economic data and prepares long-term business and financial forecasts in coordination with other City employees
- 14 Supervises, assigns, trains, motivates and disciplines division personnel to accomplish the goals and objectives of the various functions and activities

Minimum Knowledge, Skill and Ability

Knowledge of

Relevant federal and state laws, regulations, and procedures concerning redevelopment, economic development, real estate and real property
Principles, practices and methods of public administration including budgeting, purchasing, and personnel management
Financial procedures and regulations pertaining to real estate, loan management, and property improvements
Principles and practices of personnel selection, training, supervision, evaluation, and discipline
Title report preparation and real estate acquisition and relocation procedures
Condemnation procedures
Business mathematics and English
Municipal zoning regulations and development review procedures
Principles and practice of supervision

Skill and Ability to

Read, understand, interpret and apply legal, technical, and complex development regulations
Communicate effectively in both verbal and written form
Supervise and motivate staff
Implement Agency and Departmental regulations
Read, understand and write basic legal descriptions of properties
Gather data, analyze data objectively and develop sound proposals
Maintain effective working relationships with fellow employees, the public, and contractors
Negotiate
Understand and interpret instruments of real property conveyances, management, leasing and licenses, title services and escrow closing procedures
Negotiate leasing and other real property agreements
Prepare reports, correspondence and agreements
Interact professionally with other employees, contractors and the public
Apply Agency policies and procedures and State and Federal laws to acquisition, disposition, management and relocation

License and Certificate

Possession of a valid California Class C driver's license

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's Degree from an accredited college or university in business administration urban planning and five years of progressive responsible experience in the administration of redevelopment programs including two years of experience as a supervisor.

Physical Requirements and Working Conditions

Require vision (which may be corrected) to read small print

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects

Lower body mobility may not be required

Perform work which is primarily sedentary

Is subject to office and outside environmental conditions

May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings

May be required to work evenings or weekends

Title REDEVELOPMENT PROJECT MANAGER

Definition

Occupants of this classification are in the unclassified service. This management position is responsible for assuring the timely and effective implementation of redevelopment and economic development projects.

Supervision Received and Exercised

The positions assigned to this classification report to the Redevelopment Administrator. Responsibilities include supervision of Redevelopment Project Specialists and other professional, technical, and clerical staff as assigned.

Essential Job Duties

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

- 1 Assures implementation of the redevelopment plan for the redevelopment projects under his/her supervision. Supervises and directs all activities in support of the redevelopment plan.
- 2 Develops objectives related to the implementation of redevelopment and economic development plans, and develops practical and relevant short term and long-term plans to accomplish these objectives.
- 3 Thoroughly and accurately inventories and identifies the areas within the redevelopment project to target redevelopment and economic development projects and programs.
- 4 Develops thorough and accurate staff reports for the Redevelopment Agency and City Council.
- 5 Develops proposed schedules of performance and project management plans for redevelopment and economic development projects, programs and activities.
- 6 Conducts thorough and accurate site analysis of redevelopment properties including zoning, density allowed, access, circulation, parking availability, natural site layout and cost.
- 7 Develops design standards for the redevelopment of property. Understands redevelopment and economic development policies and goals and effectively applies them in developing these standards.
- 8 Assures the timely and accurate appraisal of properties.
- 9 Negotiates in an effective, courteous and tactful manner with property owners and developers. Exercises good judgment in negotiations.
- 10 Coordinates the acquisition of properties.
- 11 Prepares request for proposals, evaluates proposals, prepares and negotiates contracts and manages the consultants/developer's assignment.
- 12 Prepares and negotiates and implements disposition and development agreements and owner participation agreements consistent with advice from legal counsel.
- 13 Manages hazardous waste and soil analysis and removal from Agency-owned properties.
- 14 Monitors agency financial and budgetary matters keeping expenditures within limits set. Promptly notifies the Redevelopment Administrator of significant problems.
- 15 Initiates and implements economic development projects and programs.
- 16 Analyzes economic data and prepares long term business and financial forecasts in coordination with other City employees.
- 17 Provides staff support and technical assistance to Council/Agency committees and other community groups.
- 18 Establishes relationship with other private and governmental economic development and redevelopment organizations.
- 19 Prepares and implements coordinated and focused marketing programs to retain and attract business and investors to the community.

Minimum Knowledge, Skill and Ability

Knowledge of

Relevant federal and state laws, regulations, and procedures concerning redevelopment, economic development, real estate acquisition and development, relocation, condemnation, rehabilitation, hazardous waste and contaminated soil.

Principles, practices and methods of public administration including budgeting, purchasing and personnel management.

Financial procedures and regulations pertaining to real estate acquisition and development business operations
loan management, and property improvements
Principles and practices of personnel selection training supervision, evaluation and discipline
Business Mathematics and English
Municipal zoning regulations and development review procedures

Skill and Ability to

Read understand, interpret and apply legal technical, and complex development regulations
Communicate effectively in both verbal and written form
Outline and schedule implementation of components of redevelopment project in accordance with the adopted project plans
Supervise staff
Motivate subordinate staff
Implement Agency and departmental regulations
Read understand and write basic legal descriptions of properties
Read blueprints of buildings and land
Gather data, analyze data objectively, and develop sound proposals
Monitor and control budget and work programs
Establish and maintain effective working relationships with fellow employees, the public and contractors
Negotiate

License and Certificate

Possession of a valid California Class C driver s license

Training and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying A typical way to obtain the knowledge, skills, and abilities would be a Bachelor s Degree from an accredited college or university in business or public administration, or a related field and four years of progressively responsible experience in the administration of redevelopment

Physical Requirements and Working Conditions

Require vision (which may be corrected) to read small print
Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects Lower body mobility may not be required
Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job
Is subject to office and outside environmental conditions
May be required to use personal vehicle in the course of employment