

MEETING DATE: 09/24/07

AGENDA ITEM: Consideration of Approval of the Revised Classification Specification for Economic Development Administrator

ATTACHMENT

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1.	Revised Classification Specification for Economic Development Administrator	1 – 3
2.	Draft minutes excerpt from Civil Service Commission meeting, September 5, 2007	4

ATTACHMENT NO. 1

DRAFT ECONOMIC DEVELOPMENT ADMINISTRATOR-MANAGER

DEFINITION

The occupant of this classification is in the unclassified service. This management position ~~manages the City's economic development efforts and is~~ serves as the manager of the Economic Development Division responsible for overseeing the economic development ~~and~~ activities including, business retention, expansion and attraction programs, financial incentives, ~~disposition, management and relocation~~, 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) and/or Assistant Community Development Director. Responsibilities include ~~coordinating~~ 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.

4. Manages and coordinates the planning and implementation of the Economic Development ~~Work~~ Programs including ~~business attraction, retention, expansion, marketing and related functions~~, area marketing, advertisement and promotion campaigns, and business attraction programs.
2. Communicates and coordinates with real estate professionals interested in establishing businesses in Culver City.
3. Oversees the City's Business Resource Center.
4. Coordinates programs related to parking, building and streetscape improvement, in an effort to attract and promote economic development.
5. Develops with staff ~~assists in the development~~ with staff of 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 negotiations.
6. Negotiates, prepares, evaluates and manages contracts for services related to property appraisal, acquisition, relocation, title search, property management, disposition and residential and business relocation.
7. ~~Assists with~~ negotiations related to 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.
8. Reviews analysis, documents and reports prepared by ~~consultants and~~ staff to assure accuracy, completeness and appropriateness.
9. ~~Assists with the development of~~ Develops with staff, and in coordination with all appropriate City Departments/Divisions, economic development priorities and real property objectives.
10. Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action.

11. Prepares and Monitors the economic development Division's budget ~~ensuring~~ ensuring programs are kept within established limits.
12. ~~Manages economic development contracts and agreements which involve payments or financial calculations.~~
13. Attends City Council/Redevelopment Agency meetings and acts as a staff resource to various Agency sub-committees and City staff.
14. 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.
15. Monitors contracts and agreements of the Redevelopment Agency relating to economic development or property management activities which involve payments or financial calculations.
16. 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.
17. Analyzes economic data and prepares long-term business and financial forecasts in coordination with other City employees.
18. ~~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, practice and methods of economic development and real property management.~~
- . Principles, practices and methods of public administration including budgeting and 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.
- . Interact professionally and 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 and ~~City~~ 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, marketing, or a closely related field, and ~~four~~ five-years of progressive, responsible experience in the ~~management~~ and administration of ~~economic development~~ redevelopment programs and project management, including two years of experience as a supervisor.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Requires vision (which may be corrected) to read small print.
- . Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Performs 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.

ATTACHMENT NO. 2

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

September 5, 2007
7:00 P.M.

EXCERPT FROM DRAFT CIVIL SERVICE MINUTES, 09/05/07

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order at 6:33 P.M.

Present: Chair Sandy Stivers
Commissioner Dan Gallagher
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin

Absent: Vice Chair Michael Whitaker

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Action Items

Item A-2

**REVISED CLASSIFICATION SPECIFICATION: ECONOMIC DEVELOPMENT
ADMINISTRATOR**

Linda Coll, Personnel Service Analyst, provided an overview of the staff report.

Serena Wright, Personnel and Employee Relations Director, Sol Blumenfeld, Community Development Director, and Todd Tipton, Redevelopment Administrator, responded to questions from Commissioners and spoke in favor of the item.

Following discussion, the following motion was voted on:

MOVED BY COMMISSIONER GALLAGHER, SECONDED BY COMMISSIONER MOTYL AND UNANIMOUSLY CARRIED, THAT THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM NUMBER A-2 WITH REVISIONS.

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