

City of Alameda

CALIFORNIA

Is pleased to announce an exciting opportunity to make a difference in the redevelopment of Alameda Point as the...

Redevelopment Project Manager

\$108,467 - \$131,842 Annually



Be a part of redeveloping a key area of this vibrant Bay Area island community!

THE COMMUNITY

The City of Alameda, California is a unique island community of approximately 76,000 residents in the San Francisco Bay Area. It is connected to the East Bay mainland by four bridges, two underwater tubes, and by ferry services to San Francisco; it is within minutes of all the cultural activities in San Francisco, Oakland and Berkeley. Alameda has a reputation as friendly and sophisticated with great schools, family-friendly beaches, a successful historic movie theater, retail stores, ample recreational opportunities, and abundant parks and playgrounds.

Alameda is a historic city with a small-town atmosphere and enjoys a diverse mix of housing, neighborhoods, office, industrial, retail businesses and pedestrian friendly shopping areas. With emphasis placed on historic preservation and quality design, charming Victorian homes grace shade tree-lined streets covering the island's 10.61 square miles. It is an architecturally and historically rich community with over 10,000 buildings constructed prior to 1930. According to Money Magazine, Alameda compares favorably to the "best places to live" in America.



THE ORGANIZATION

Alameda was incorporated in 1854 and became a charter city in 1916 with a Council-Manager form of government. The five-member Mayor/Council serves four-year terms, staggered at even numbered years. The Council directly hires the City Manager, City Attorney and City Clerk. The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection; construction and maintenance of streets, storm drains and other infrastructure; a state-of-the-art library system; and over 400 acres of recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim center, and a full service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses. The City's total expenditure budgets (excluding transfers) for FY 15-16 and 16-17 are \$188 million and \$174 million respectively, of which 39% and 43% respectively represent the General Fund, the City's main source of unrestricted funds. These budgets fund approximately 500 full-time equivalent employees for both fiscal years.

ALAMEDA POINT

The City owns approximately 1,400 acres of the former Naval Air Station - Alameda, (aka: Alameda Point) on the northwestern edge of the City. Alameda Point is moving into an exciting new phase of development of "Site A", a 68-acre portion of Alameda Point which has the potential of generating thousands of jobs, millions of dollars in tax revenue and over a thousand housing units, which will result in important economic and social benefits to the City and region.



The vision of the "Site A" project includes approximately \$100 million in parks and infrastructure including water, sewer, electric, and gas lines, as well as streets, sidewalks and storm drains. By improving current infrastructure and drawing businesses and visitors, the development will provide long-awaited support for existing businesses and Alameda Point residents as well as act as a catalyst for future business investment and attraction at Alameda Point. The Council's decision to develop "Site A" gives the green light to begin the first major development at Alameda Point since the closure of the Base in 1997. This is a unique opportunity to join an expanding team working on development of "Site A" which is just the beginning of the greater redevelopment initiatives and projects planned for Alameda Point.

THE POSITION

Under general direction of the Chief Operating Officer of Alameda Point, the Redevelopment Project Manager is responsible for overall management, coordination and administration of complex redevelopment, real estate development, and capital improvement activities, functions, and projects. Work in this class is characterized by fiscal and operational management including direct responsibility of major redevelopment, real estate development, and capital improvement projects, operations and functions, and by a wide scope of administrative responsibilities. Work is distinguished from that of lower classes by degree of work difficulty, autonomy, and the extent of supervisory, managerial and/or administrative responsibilities including managerial functions focused on professional staff management, and/or consultant contract and developer work oversight.



THE IDEAL CANDIDATE

The City is seeking a **dynamic leader** who has earned the trust of others through their experience leading, directing, and managing people, resources, and risk through significant organizational change. The ideal candidate will have a proven track record of success as a **reliable project manager** with considerable experience managing highly complex public sector redevelopment, real estate or capital improvement projects; and will preferably have specific experience with military base reuse activities.

The Redevelopment Project Manager will be an **adept business manager** and **strategic advisor** capable of using major real estate functions, industry trends, and political influences to connect and direct resources, staff and activities, and contribute to effective business strategies and tactics. He/she will also have a proven track record of success as a **reliable decision maker with sound judgment** and an **effective communicator** who demonstrates diplomacy and develops and delivers clear, concise messages to meet audience needs. In addition, the ideal candidate will be comfortable with a fast-paced work environment, be creative when faced with complexity, value public participation, and be respectful of the unique character of the community.



EMPLOYMENT STANDARDS

A combination of education and experience necessary to prove the required knowledge and abilities for the position is required. A typical way to obtain the knowledge and abilities would be:

1. Graduation from an accredited four-year college or university with major coursework in public policy, public or business administration, planning, economics, real estate or a related field.
2. Five years of progressively responsible experience in managing redevelopment, real estate development, or capital improvement projects which includes substantial supervisory responsibility, and experience in at least one of the following: complex real estate transactional processes, contract negotiations and construction administration. Public sector experience is highly desirable.
3. Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

To learn more about the City of Alameda, please visit
www.alamedaca.gov

THE COMPENSATION & BENEFITS

Salary: \$108,467 - \$131,842 Annually

Work Schedule: Four day, 36-hour work week

Application Deadline: Monday, September 28, 2015 at 5:00 pm

Benefits Include:

Retirement Program – Per AB340, PERS 2% @ 55 plan for applicants currently employed by a PERS agency, or PERS 2% @ 62 plan for applicants not employed by a PERS agency. Employee pays 7% as pre-tax contribution and also 1.868% as pre-tax City contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.

Flexible Benefits Plan – Pre-tax monthly allowance up to \$1,860.22 is provided by the City for PERS health; depending upon health plan and number insured; dental and life insurance are provided by the City.

Vacation – Two weeks, increasing according to length of service time up to a max of 25 days.

Holidays – 10 observed plus 3.5 floating holidays.

Sick Leave -- 12 days per year. Unused sick leave may be converted to PERS service credit upon retirement.

Long-Term Disability – The City provides LTD insurance.

Optional Benefits -- Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life and a 457 deferred compensation plan.



THE APPLICATION AND SELECTION PROCESS

PART I: Will include a review of all applications to identify those applicants who meet the minimum requirements for acceptance into the exam. Resumes will not be accepted in lieu of completed City application forms.

PART II: Will include an evaluation of those applications and Supplemental Questionnaires to select those best qualified to continue in the exam. FAILURE TO SUBMIT SUPPLEMENTAL QUESTIONNAIRE WILL REMOVE AN APPLICANT FROM CONSIDERATION.

PART III: Will include an Application & Supplemental Questionnaire Evaluation or a Job Related Qualifications Appraisal Interview which may include an assessment exercise (weighted 100%). A comprehensive review of each candidate's technical knowledge and overall suitability for the position will be conducted. Candidates receiving a score of 70% or more will have their names placed on an Eligible List. The five (5) names highest on the list shall be certified to the department. Placement on an Eligible List does not guarantee employment. Tie scores will be broken by giving priority to the candidate based on the earliest application date. Prior to appointment, a thorough reference check will be conducted and may include a credit check. Final selection will be made from the Eligible List by the Department Head. **Federal law requires that, prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, such as driver's license, original Social Security card, US passport, or appropriate INS forms, etc.**

APPLICATIONS

1. Apply ONLINE at <http://alamedaca.gov/human-resources/job-opportunities> or
2. Apply IN-PERSON at the City of Alameda Human Resources Department (Monday-Thursday, 8 a.m.-6 p.m.) at 2263 Santa Clara Avenue, Room 290, Alameda, CA 94501.

Applications and completed Supplemental Questionnaires must be filed no later than 5 p.m. on the last date to apply. No photocopies or facsimiles are accepted. It is the applicant's responsibility to allow adequate delivery time. Resumes will not be accepted in lieu of a completed City Application.

VETERAN'S PREFERENCE CREDIT: A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.