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City of Alameda  
Code No. 1715  
Approved by the C.S.B.  
April 5, 2000

**COMMUNITY DEVELOPMENT MANAGER**

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**DEFINITION**

Under general direction, is responsible for overall supervision, coordination, administration and management of City housing and community development or reuse and redevelopment activities; performs related work as required. Selected positions are Civil Service Exempt.

**EXAMPLES OF DUTIES**

1. Plans, organizes and supervises work in assigned major functional areas such as neighborhood revitalization, building conservation, public facilities improvements, community employment opportunities, human services, expansion of affordable housing, various commercial projects, and other financial and technical assistance programs, budget management, grant administration, legislative liaison, homeless assistance programs, and various reuse and redevelopment policies and projects.
2. Coordinates development and administration of citywide housing and community development strategies and programs or capitalization strategies for infrastructure replacement; supervises the design, implementation and evaluation of housing and community development programs.
3. Develops and promotes techniques, strategies and programs to stimulate neighborhood and housing improvement, including the development of financial incentives and resources; coordinates activities with federal, state, and other agencies, the private sector, and non-profit foundations.
4. Prepares, develops, and implements short and long-range plans for community improvement; develops financial strategies for implementing community improvement; secures participation and input from property owners, service providers, clients and leaders.
5. Analyzes proposed community human services, capital improvement and rehabilitation projects for their financial feasibility, potential impact on community development, and compliance with local, State and federal regulations.
6. Coordinates selection of consultants and contractors including architects, engineers, and other professionals; works with and monitors work of selected professionals in project development and implementation; assists in the government planning and review process.
7. Serves as liaison and City representative to various joint powers agencies, task forces, non-profit agencies, community-based organizations and consortia, and other groups and bodies.
8. Coordinates development and conduction of community improvement studies, needs assessments and research analyses; prepares studies and reports; may make presentations to the City council, various boards, commissions, community groups and governmental bodies.
9. Provides and may coordinate staff and technical assistance to the City Council and to various boards and commissions.
10. Performs and coordinates performance of general administrative activities, including preparation and administration of grants, contracts, agreements, reports, correspondence and related materials.
11. Prepares and administers assigned budgets.
12. Supervises, trains, and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration, planning, or a related field.

Experience: Four years of progressively responsible experience in designated public sector arenas such as community development involving program development, administration and evaluation, capital improvements, housing rehabilitation, and human services, or business and financial management involving housing program development, special project administration and evaluation, and capital improvement financing; at least one year of which shall have been in a supervisory capacity.

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of the principles and practices of community development, public financing and business management; public programs and resources for community development; public/private sector methods and techniques to stimulate and promote neighborhood improvement and reuse and redevelopment; financial techniques and procedures relating to building conservation, community social agencies and resources; grant management such as Community Development Block Grant application requirements and procedures; applicable laws, codes, and regulations; governmental organization, operation, and processes.

Abilities

Ability to effectively develop and implement community development and/or reuse and redevelopment programs and projects; supervise, coordinate, administer and manage assigned functional areas; interpret and apply applicable state, federal and local laws and regulations; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.