

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1713
Approved by C.S.B.
April 4, 2007

DEVELOPMENT MANAGER

DEFINITION

Under general direction, supervises and participates in the planning, development, coordination, negotiation and implementation of development projects, and real estate and construction management over capital projects; performs related work as required.

EXAMPLES OF DUTIES

1. Develops and administers development projects and commercial real estate and housing development strategies and programs.
2. Processes loan applications and engages in loan administration and monitoring; prepares contract specifications and bid packages, monitors capital project work and recommends issuance of payments; verifies completion of work according to specifications.
3. Prepares, develops, and implements short and long-range policies and plans; obtains and secures new development and secures participation and input from developers, property owners, neighbors and end users.
4. Analyzes proposed development, acquisition and/or subsidy projects subject to or seeking City assistance or approval for financial feasibility.
5. Develops strategies and implements programs related to negotiation, acquisition, remediation of toxic contamination, clearance, site improvement, relocation, condemnation and disposition of property.
6. Initiates projects; develops financing applications; assists in selection of architects, engineers, contractors, consultants, etc.; works with these professionals in project development and implementation; assists in government planning and review process; establishes construction time and cost schedules; and supervises or coordinates construction activity.
7. Represents the City in consortia or joint powers agencies.
8. Supervises or provides liaison and staff support to City commissions, task forces and non-profit agencies.
9. Performs general administrative activities, including the preparation and administration of budgets, grants, contracts, agreements, reports, correspondence and related materials.
10. Oversees the development and implementation of the City rehabilitation programs.
11. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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 college or university with major course work in public or business administration, economics, planning or a closely related field.

Experience: Four years of progressively responsible experience in economic development, housing, redevelopment, construction management, and/or real estate development.

Knowledge

Thorough knowledge of real estate development and real estate financing; programs and resources for development;

construction management/project management for capital projects; public/private sector approaches and techniques to stimulate and promote development; applicable laws, regulations, and codes.

Ability

Ability to effectively develop, organize, implement development projects and programs; effectively solicit and coordinate input and participation from neighbors and target populations; interpret and apply state, federal and local laws and regulations related to development management; construction management; interpret, apply and explain established policies and procedures; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports; 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, public officials, other departments and agencies, and the general public; 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.