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City of Alameda  
Code No. 1701  
Approved by C.S.B.  
October 12, 2005

**DEVELOPMENT SERVICES DIVISION MANAGER**

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**DEFINITION**

Under the general direction of the Development Services Director, is responsible for supervision, coordination, administration and management of assigned Development Services Department functions, projects and programs, including activities associated with:

- Reuse of Alameda Point
- Citywide Community and Economic Development Projects
- Management, Coordination and Direction and the Implementation of complex capital improvement and related projects located within redevelopment project areas and throughout the City of Alameda
- Affordable and Market Rate Housing Development
- Workforce Development
- Community Programs and Resources
- Housing and Commercial Rehabilitation projects
- Neighborhood Improvement Initiatives
- Business Retention, Attraction and Development
- Financial Management and Compliance Reporting
- Research and analysis and administration of various projects, programs, and negotiations
- Exploration of funding opportunities for future programs
- Property Management

Performs other related work as required.

**EXAMPLES OF DUTIES**

1. Supervises, trains and evaluates assigned staff
2. Oversees the execution of work performed in support of the mission of the Development Services Department
3. Directs assigned activities including but not limited to finance, community and economic development, capital improvement projects related to redevelopment, housing development, neighborhood improvement and community programs
4. Insures compliance with applicable federal, state and local laws, regulations and court rulings
5. Assists in coordination with other divisions, departments, consultants, developers, property owners and community-based organizations regarding Development Services issues
6. Manages program supervisors in the coordination and review of the work of other employees, consulting engineers, consultants and attorneys
7. Manages financial resources from state, local and federal sources in compliance with applicable laws for use of funds
8. Prepares technical features of proposed ordinances or amendments to existing ordinances, resolutions and legislation
9. Directs the administration and supervision of a variety of grants, loans and other funding to ensure compliance with programmatic and reporting requirements
10. Assists in the planning and direction of complex and comprehensive community assistance, housing assistance and neighborhood and commercial rehabilitation programs and related activities, including youth programs
11. Ensures proper accounting and purchasing procedures are followed in compliance with City ordinances
12. Oversees and participates in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies, projects, monitors and approves expenditures; implements adjustments
13. Serves as staff for a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence
14. Provides responsible staff assistance to the City Manager
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints

16. Proposes policies and develops plans and programs to produce affordable and market rate housing by means of new construction or rehabilitation of existing units; evaluates proposals and makes recommendations
17. Prepares, develops and implements short-range and long-range plans for redevelopment areas through community engaged planning processes. Develops financial strategies for implementing redevelopment plans. Secures new development. Secures the participation of redevelopment area tenants and property owners and obtains their input on policies, development strategies, funding plans and implementation schedules
18. Reviews, analyzes and prepares reports and other correspondence on all activities and transactions related to assigned projects, and provides timely information and status updates on assigned projects. Prepares and presents comprehensive administrative, fiscal, statistical and technical studies, reports, evaluations, specifications and correspondence as required
19. Develops, recommends and maintains accurate and current project budgets. Manages cost and quality controls in all project activities. Assists in development of procedures, policies, record keeping, and duties as required related to overall administration of capital improvement and other redevelopment projects
20. Acts as or supervises project managers for construction, maintenance and renovation projects of the department and, as assigned, other City department projects
21. Negotiates complex Disposition and Development Agreements, Owner Participation Agreements, and Memoranda of Understanding
22. Oversees development of 5-year Implementation Plans, including mid-term updates
23. Oversees issuance of bonds to fund redevelopment activities
24. Serves as Development Services Director as required

## **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 four year college or university with major course work in social services, planning, public or business administration or a equivalent. A related Master's degree is desirable.

Experience: Seven years of progressively responsible development services experience involving community and economic development, redevelopment, financial management, at least four of which shall have been in a supervisory capacity.

### Knowledge

Knowledge of the principles and practices of development services administration as applied to the administration of community service and housing assistance activities; financial management practices including accounting, financial planning, cost accounting, budgeting and data processing, short and long-term financing, tax increment financing, assessment district and grant financing, California Redevelopment law, current redevelopment policies, real estate principles and practices, economic development policies, and methods of identifying and resolving problems related to staffing, budgeting, supervision, training and employee relations.

### Ability

Ability to

- Develop effective working relationships with businesses and business associations, governmental agencies, and diverse community groups as well as with the City Council, Community Improvement Commission, Alameda Reuse and Redevelopment Authority, public officials and advisory boards
- Supervise, train and evaluate the work of others
- Communicate clearly and concisely
- Establish, interpret and explain policies and procedures
- Interpret and effectively apply pertinent aspects of Federal and State laws and regulations
- Develop, implement and direct a variety of redevelopment, economic development and housing rehabilitation programs
- Participate in the Department's Senior Management Team

- Coordinate and supervise complex capital improvement and other redevelopment projects and consultant studies
- Maintain level of knowledge required for satisfactory job performance
- Accurately analyze situations and problems related to projects, identify solutions, consequences of proposed actions, and implement an effective course of action in accordance with general policy and pertinent codes and regulations
- Train and evaluate the work of staff in a manner conducive to independent judgment, high performance and personal accountability
- Interpret and explain laws and regulations related to redevelopment, land acquisition, economic development, CDBG and other federally funded programs.

Other Requirements

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

