

**DEVELOPMENT SPECIALIST I / DEVELOPMENT SPECIALIST II****DEFINITION**

Under direction performs a variety of detailed, specialized work involving economic development, housing development and/or redevelopment; performs other related work as required. Positions filled through State or Federally funded programs or other specially funded projects are Civil Service Exempt.

**DISTINGUISHING FEATURES**

Development Specialist I - An entry level position, incumbents of this position perform specific assignments of a well-defined and limited nature. Their work is subject to continuing review in progress and upon completion.

Development Specialist II - The Development Specialist II is expected to perform varied assignments requiring technical and interpersonal skills in the fields of economic development, housing development and/or redevelopment. Work in the class is distinguished from that of the Development Specialist I by the greater complexity of the assignments received and by the greater independence with which the incumbent is expected to operate. This position provides evaluation, monitoring and grantsmanship work products for senior review. Support is available for problems not covered by reference guidelines, and work is checked occasionally during progress and reviewed upon completion.

**EXAMPLES OF DUTIES**

1. Participates in designing, implementing and monitoring redevelopment, economic development, housing development and/or commercial and residential revitalization programs. Collects and interprets data and prepares reports.
2. Performs financial analysis of proposed real estate and business development projects.
3. Assembles and processes business and/or residential loan packages.
4. Implements property management functions and financial assistance programs.
5. Confers with property owners, builders and developers to initiate and provide support to new developments and property renewals; provides assistance to local businesses and property owners to improve business operations or renovate property.
6. Negotiates with private developers to effect public/private development partnerships.
7. Evaluates multiple factors involving economics, community needs and land use to prepare recommendations for development appropriate to a redevelopment project area.
8. Provides technical assistance to various parties and groups such as small business owners, business associations, non-profit and citizens' groups, and other City departments and divisions, to develop and implement viable development projects.
9. Implements business recruitment strategies.
10. Performs a variety of tasks related to negotiation, acquisition, clearance, site improvement, relocation, condemnation and disposition of property.
11. Solicits proposals; makes recommendations concerning selection of professional consulting services; prepares and supervises contract administration.
12. Establishes and maintains work plans, budgets, expenditure reports and project schedules, and monitors for compliance with local, state and federal regulations.

**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 planning, economics, public or business administration or a closely related field.

Experience: (Development Specialist I): One year related experience in a public agency or private firm.

Experience: (Development Specialist II): Three years progressively responsible professional experience in public sector economic development, housing development, or redevelopment work.

**EMPLOYMENT STANDARDS** (continuation)

Knowledge

Knowledge of the principles and practices of economic development, housing development, and/or redevelopment; principles and practices of commercial and/or residential revitalization; business recruitment and economic diversification strategies; federal, state and other resources for economic development and business assistance; public and private sector finance mechanisms; loan packaging; principles and practices of public administration.

Ability

Ability to perform both complex and routine administrative work with speed and accuracy; interpret and apply established federal, state and City legislation, regulations, guidelines and codes pertinent to redevelopment, economic development and/or housing development projects; establish and maintain accurate records; conduct research and interpret and analyze information; perform retail and commercial market feasibility analysis, real estate pro-forma financial analysis and business credit analysis; prepare studies and reports concerning complex matters; set priorities, meet deadlines and make sound decisions on a variety of matters; communicate effectively; establish and maintain effective working relationships with employees and the general public.

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.