

CLASS SPECIFICATION

CLASS TITLE:	Urban Development Project Manager	CLASS CODE: 0220
DEPARTMENT:	Urban Development	FSLA: E
REPORTS TO:	Urban Development Assistant Director	DATE: 1/1/07

JOB SUMMARY:

Oversee and implement programs and assigned projects in and adjacent to the City's on-going urban renewal areas. Supervise staff, as requested, and implement individual project and annual budgets.

Essential Job Functions:

(All functions may not be performed by all incumbents.)

1. Direct development and implementation of complex and highly visible projects through the direction of UDD and City staff and contract consultants. Recommend hiring, promotion and discipline of support staff, assign work, draft performance appraisals, and provide for staff development as requested.
2. Contract negotiation and management.
3. Evaluate projects for potential City or Urban Renewal Agency development and funding and negotiate terms.
4. Implement projects through effective project scoping and management of schedules, budgets, communication, and reporting.
5. Develop new programs and modifications to existing programs.
6. Implement section budget and contribute to creation of annual budget and financial analysis of Urban Renewal Agency's resources.
7. Provide primary staff support for City Council or Urban Renewal Agency advisory boards including preparing agendas and staff reports and approving draft minutes.
8. Prepare various professional level documents and materials including regular staff reports for the City Council or Urban Renewal Agency.
9. Prepare and deliver presentations and communication materials to City Council, Urban Renewal Agency and other internal and external groups of various sizes. Prepare staff reports and briefings for Council and Agency Board for information and timely decision making.
10. Ensure division activities meet requirements of local, state and federal regulations.

Important Job Functions

1. Seek grant opportunities to leverage local funds.
2. Ensure coordination of section activities with Grants and Loans, Real Estate and Rehabilitation Sections, and other Divisions and Departments.
3. Attend meetings and conferences as required
4. Perform other duties as required by Urban Development Administrator.
5. Monitor Federal and State legislation as assigned.
6. Conduct independent research on assigned economic development and/or urban renewal topics. Draft, edit, critique reports.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Bachelor's degree from an accredited college or university in urban and regional planning, public policy, business, real estate, economics or a related field; and, Five (5) years of progressively responsible experience in a related field; or,

Any combination of education, experience and training that provides the required knowledge, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

American Institute of Certified Planners desired.

Knowledge and abilities:

Knowledge of:

- Basic urban and regional planning principles.
- Public financing techniques.
- Urban renewal laws and financing principles.
- Contemporary office practices and procedures and basic office software products.
- Basic development principles and process
- Knowledge of sustainable industry business practices
- Basic project management principles of coordination, scheduling, budgeting, communication, reporting, and follow-up.

Ability to:

- Develop and maintain positive interpersonal relations.
- Communicate effectively verbally and in writing to a wide range of audiences.
- Speak and present material effectively in front of small and large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, City Council/Urban Renewal Agency, neighborhood associations, other agencies and the public.
- Comprehend and apply concepts for the enhancement and efficiency of department and general operations.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.