

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Redevelopment Administrator	CLASS. CODE: 0233
DEPARTMENT:	Community Development Department	FLSA: E
REPORTS TO:	Community Development Director	DATE: 7/1/2002
		Title Change: 11/4/2004

Job Summary:

Manages staff operations of the City of Salem Urban Renewal Agency, real property acquisitions and dispositions, and special funds including transient occupancy, leasehold, and Federal loan grant programs.

Essential Job Functions

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

1. Directs, evaluates, disciplines, hires, and terminates subordinates.
2. Prepares annual division budget for eleven funds.
3. Identifies and formulates for City Council consideration, new or revised policies required for the implementation of renewal activities, housing rehabilitation programs, parking district administration, enterprise zone management and real property acquisition, disposition and management.
4. Develops and recommends financing strategies for various forms of public and private development.
5. Analyzes and recommends for City Council action, the undertaking of each specific program/project contained in the renewal plans and other City programs through the preparation and presentation of staff reports.
6. Reviews and approves for City budget compliance and applicable City, State and Federal regulation compliance; purchase requests/payments, loans, grants, contract payments, real property right of way and easement purchases.
7. Implements multiple active urban renewal areas through subordinate staff insuring goals and objectives of each plan.
8. Maintains City policy and procedures with each development project and program.
9. Provides direct and primary staff support to the advisory boards and committees.
10. Prepares agendas and reports for meeting presentations.
11. Negotiates land sale and development agreements obtaining a fair economic return; while implementing goals, objectives and policies of the City/Urban Renewal Agency.

Important Job Functions

1. Analyzes loan underwriting subordination agreements, potential loan foreclosures and contract change orders for fiscal soundness.
2. Attends meetings and various training seminars and conferences as required.
3. Performs other duties as required by supervisor.

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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 Business Administration, Industrial Management, Finance, or Marketing or a related field; and, Seven (7) to ten (10) years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Urban Renewal Statutes (ORS 457).
- Property taxation and assessment process.
- Municipal financing and tools.
- Principles of land use regulations.
- Municipal cash and accrual based accounting.
- Real estate practices/principles, including title rights and transfers.
- Tax increment financing.
- Contemporary office practices and procedures and basic office software products.
- City of Salem Revised Codes, Purchasing Manual, department Head Letters, Supervisors Handbook, and Union Contract.
- City Council Policies, Oregon Revised Statutes Chapter 457, Oregon Urban renewal Agency Administrative Guidelines, etc.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate organizational leadership.
- Speak and present effectively in front of large groups.
- Prepare and analyze business plans and financial statements.
- 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, other agencies and the public.
- Maintain required work hours and attendance.

City of Salem
CLASS SPECIFICATION

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 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.