

ASSISTANT CITY MANAGER/ASSISTANT RDA DIRECTOR

DEFINITION

Under administrative direction, assists the City Manager by administering the redevelopment and economic development programs of the City; coordinates other municipal programs and activities; and does related work as required.

DISTINGUISHING CHARACTERISTICS

Persons allocated to the Executive Management class report to the City Manager and are responsible for the supervision of all areas within their department, requiring technical and administrative expertise. The incumbent is expected to exercise independent judgment, wisdom, common sense and initiative in establishing an efficient, effective departmental operation. The incumbent is expected to participate in the formation of City policies and to provide leadership on the management team.

TYPICAL TASKS

Identifies City, agency, and department goals, objectives and priorities to be accomplished in consultation with the City Manager and other City departments; establishes and maintains communication with a wide range of groups, interests, organizations, institutions and individuals to secure maximum community involvement in planning and execution of economic development activities; develops and maintains economic development programs which contribute toward the long-term economic well-being of the City; participates in direct negotiation of developer agreements and owner participation agreements; represents the City Manager at meetings involving community organizations, developers, property owners, investors and City commissions, boards or committees; reviews consultant qualifications and proposals; monitors and evaluates work performed by consultants; promotes redevelopment activities by encouraging property owners to improve their property; encourages developers to invest in the City; assists business owners to secure appropriate business locations; performs comprehensive management analysis in a wide range of municipal programs, including organization, procedures, finances and services; supervises and/or provides work direction to clerical and administrative support positions; assists the City Manager in coordinating interdepartmental operations and reviewing internal affairs of the City's organization; performs related duties as required.

EMPLOYMENT STANDARDS

Training & Experience - Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with a major in Business or Public Administration, Urban Planning, Finance, or a closely related field; and five years of increasingly responsible professional experience in governmental management, redevelopment, and community development, including two years of administrative and supervisory responsibility. Master's Degree preferred.

Knowledge & Abilities - Thorough knowledge of the principles, techniques, objectives and methodologies of government organization, administration, economic development, and property management; thorough knowledge of federal, state and local laws, rules and regulations pertaining to planning, community development, redevelopment and grant programs; knowledge of organization and management

practices as applied to the analysis and evaluation of programs, policies and operational needs; knowledge of methods and techniques of research, policy and program development, statistics, summary analysis and report writing; knowledge of the interrelationships among City departments, City Council, other governmental agencies and private industry. Ability to provide leadership, motivation, management and supervision for development and redevelopment programs; ability to develop and implement goals, objectives, policies and procedures; ability to communicate clearly and concisely, both orally and in writing; ability to work independently with little direction; ability to establish and maintain effective working relationships with others; ability to work confidentially with discretion; ability to present ideas and concepts persuasively in speaking before groups or writing for publication.

Licenses & Certificates - Possession of a valid California vehicle operator's license.

WORKING CONDITIONS

Work is performed primarily in an office environment. Incumbent must be able to work long hours and attend night meetings after working a full day.