

DEFINITION:

Under general supervision, perform professional work involving programs, projects, and activities related to redevelopment, community development, community services, parks, housing, and planning.

DISTINGUISHING CHARACTERISTICS:

This is an entry level classification in the Redevelopment /Community Project Coordinator series. The Assistant Redevelopment /Community Project Coordinator classification differs from the next higher classification of Associate Redevelopment /Community Project Coordinator by the latter having responsibility for the more complex functions, including the supervision of projects and programs and the ability to serve as a lead person on assigned projects. The Assistant Redevelopment/Community Project Coordinator does not supervise other employees. As incumbents gain more experience, they are assigned more complex duties and responsibilities with less supervision. Incumbents in this class may be advanced to the Associate Redevelopment Project Coordinator level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as an Assistant Redevelopment/ Community Project Coordinator, in a full-time position or equivalent service, with the City of Redding, and upon the recommendation of the Department Director.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties are necessarily performed by each individual in the classification.

1. Coordinate and monitor redevelopment, community development, community services, parks, neighborhood development, and housing programs, projects, and activities.

Measure: Programs and projects are administered in a professional and efficient manner.

2. Research and analyze less complex issues and problems. Prepare reports and correspondence. Prepare staff reports for the Board of Directors of the Redding Redevelopment Agency, the Redding City Council, the Community Services Advisory Commission and other applicable agencies. Monitor and analyze proposed legislation.

Measure: Reports are clear, concise, well written, and informative. Reports are consistently completed and submitted in a timely fashion.

3. Assist the Director and other staff members develop annual and/or bi-annual budgets and work plans. Monitor expenditures and revenues. Assist with bond issues, cash flow projections, and debt management strategies.

Measure: Budgets are accurate and submitted within established deadlines. Work plans are comprehensive and designed to accomplish organizational goals and objectives.

4. Develop and evaluate less complex requests for proposals (RFPs). Prepare, oversee, and monitor contracts and agreements. Assist senior staff with the more difficult and complex RFPs, contracts, and agreements.

Measures: RFPs, contracts, and agreements are comprehensive and prepared according to City requirements. Make informed and timely recommendations to the Director and other members of the senior management team.

5. Assist senior staff with more difficult and complex assignments, such as establishing new redevelopment project areas, amending existing redevelopment project areas, creating master plans, negotiating owner participation agreements and disposition and development agreements, managing high profile projects and programs, and other special projects.

Measures: Assignments and tasks are completed in a professional and efficient manner.

6. Perform property acquisition, disposition, and management activities, including relocation activities.

Measures: Activities are performed in a professional, legal, and cost effective manner.

7. Oversee and monitor Federal and State grant programs, including the City's Community Development Block Grant program.

Measure: All program requirements are met; applications and reports are complete, accurate, and submitted on time; program quality is maintained.

8. Represent the City of Redding and the Redding Redevelopment Agency at public meetings. Prepare and make some public presentations.

Measures: Communicates effectively, both orally and in writing. Acts as an informed, courteous, and articulate representative.

9. Occasionally serve as a liaison to community groups, developers, non-profit organizations, other governmental agencies, and related groups.

Measures: Represents the City of Redding and Redding Redevelopment Agency in a professional manner. Serves as an effective resource person for the community.

10. Coordinate less complex activities and projects with other City departments, including the Development Services Department. Assist developers and others with zoning, general plan, parks, trails, open space, and other planning issues as appropriate.

Measures: Activities and projects are well coordinated. Accurate planning information is provided to clients.

11. Assist the Director and other staff members develop long-range plans and strategies relative to redevelopment, community development, and affordable housing programs and projects.

Measure: Assignments and tasks are completed in a professional and efficient manner.

12. Perform other related duties as assigned.

### QUALIFICATIONS:

#### Knowledge of:

Basic understanding of Federal, State, and local redevelopment, community development, and affordable housing laws and regulations; basic understanding of Federal and State grant programs, including the Community Development Block Grant program; basic understanding of real estate laws, procedures, and practices; urban planning issues and techniques; land use laws and regulations; downtown and neighborhood revitalization strategies and techniques; contract administration techniques; California Environmental Quality Act; City ordinances, regulations, and requirements; budget preparation and administration; and, effective research and analytical techniques.

#### Ability to:

Work effectively under pressure and time constraints; manage a busy workload; work effectively with neighborhood groups, non-profit organizations, and other community stakeholders; achieve high quality results; interact effectively with the public and other staff members; oversee and monitor programs and projects; operate personal computer and word processing and spreadsheet software; communicate effectively, both orally and in writing; collect, organize, and analyze data; and, make public presentations.

#### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a Bachelor's degree from an accredited college, university, or equivalent with major course work in Urban Planning, Public Administration, Business Administration, Economics, Engineering or a related field. A graduate degree is desirable, but not required.

Experience:

Typical experience would include one year of relevant professional experience in the redevelopment, planning, and/or community development field. A graduate degree may be substituted for one year of professional experience.