

## CITY OF RIVERBANK

### DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general direction, plans, organizes, coordinates, and performs professional level economic development and redevelopment activities; plans and implements City housing programs; performs complex work in coordinating economic development and redevelopment strategies and programs with the Community Development Department; coordinates the economic development and redevelopment program activities; serves as a technical resource for the City Manager; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Director of Housing and Economic Development** is the administrative management level class responsible for overseeing, directing and coordinating activities related to community revitalization, business attraction, economic development, redevelopment, and job creation, as well as housing programs. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for the administration of all City Departments and operations.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes, and coordinates work plans related to job development, community revitalization, economic development, redevelopment and special project activities; plans and manages the a variety of housing programs; maintains appropriate work records and documents; prepares statistical or analytical reports on operations as necessary.
- Develops policies and procedures; recommends programs, projects, and work assignments to the City Manager, and City Council; develops and maintains short and long-range economic development program plans for assigned areas; ensures compliance with applicable rules, policies, and procedures.
- Assists in the development of marketing and public information strategies for City, business community, and regional economic program activities.
- Identifies and supervises the City's application for a variety of grants and funding opportunities; administers grants to ensure compliance with guidelines.
- Manages a variety of housing and business loan programs; coordinates housing and service programs with the social service agencies.

- Coordinates with other economic development and redevelopment activities in the community and other service regional programs to develop and implement multi-agency strategies and initiatives; consults with and assists employers in developing business plans.
- Provides technical and professional advice; prepares and coordinates reports and presentations on economic development issues for City Council, community groups, and other public agencies; compiles and monitors economic development information and trends; reviews and approves economic development services documents; fulfills reporting requirements; responds to program audits and inquiries; develops corrective action and monitors results.
- Manages special projects relating to economic and business development from program inception through implementation; coordinates the work of consultants, committees, and staff in the completion of complex program activities.
- Coordinates and participates in special community promotional events.
- Maintains contact with appropriate federal, state and local agencies regarding employment and economic development issues, including changes in legislation, rules or regulations.
- Organizes, attends and serves the City's interests at public, community, and special interest meetings, as well as civic and legislative events; responds to the most complex and difficult inquiries and requests for information; provides information and resolves issues and complaints; represents the unit to other divisions, other agencies, civic groups, and the public; establishes and maintains a customer service orientation within the program.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of Housing and Economic Development**. A typical way of obtaining the required qualifications is to possess six years of increasingly responsible experience in economic development, redevelopment, business development, or related area, and a bachelor's degree in business administration, public administration, marketing, or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, and techniques of economic, redevelopment, and business development; principles and practice of affordable housing and related programs; principles and practices of program and budget development, administration, and evaluation; grant writing and funding application processes; applicable federal, state, and local laws, codes, and regulations, including enterprise zone legislation, redevelopment, and HUD requirements; methods and techniques used in research, trends analysis, and strategic plan development; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

**Ability to:**

Coordinate multiple projects, initiatives, and cooperative ventures; participate in the establishment of program goals, objectives, and methods for evaluating achievement and performance levels; coordinate a housing and business loan program to ensure the most effective use of funds available; analyze complex economic, redevelopment and business development data, evaluate alternatives, and reach sound conclusions; write and administer a variety of economic development and redevelopment grants; plan, organize, monitor, evaluate, direct, and train staff; work with the public and discuss problems and complaints tactfully, courteously, and effectively; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, spreadsheet and software applications.