

CITY OF REDWOOD CITY COMMUNITY DEVELOPMENT SERVICES SUPERVISOR

GENERAL DUTIES

To supervise and manage staff in a variety of Community Development tasks, including Downtown Development, Economic Development, Community Development Block Grant and other Housing Programs, Redevelopment, Planning, and Counter Services functions. Assist, select, train, and monitor staff to accomplish such projects. Provide information to the public on major projects. Act in the capacity of Group Manager as needed. Provide leadership and direction to staff and present projects to the City Council and various Commissions and Committees. Establish and lead work teams to implement the department's mission and goals with a commitment to customer oriented service excellence, problem solving, quality community development, community interests, and continuous improvement. Demonstrate and foster in others a commitment to these values and goals.

The Downtown Development Manager classification works exclusively on issues and projects relating to Downtown and the implementation of the Downtown Plan. As the Downtown Development Manager, works closely with the Downtown Business Group. Provides technical support on Downtown development issues to other City departments and external organizations/agencies. Program coordination includes the development, implementation, monitoring and evaluation of projects. The incumbent will be expected to work independently and exercise judgment in implementing the Downtown Plan and related projects.

SUPERVISION RECEIVED AND EXERCISED

The Planning and Redevelopment Manager provides supervision to this position.

The Community Development Services Director and other Community Development Services Managers also provide direction and general supervision.

Exercises technical supervision over Community Development Services professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provide quality customer service, perform assigned responsibilities, and plan, organize, monitor, supervise, coordinate and participate in work teams within Community Development Services.

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COMMUNITY DEVELOPMENT SERVICES SUPERVISOR (Continued)

2. Provide staff assistance and management support to City Council, Planning Commission, Housing and Human Concerns Committee, and other City Committee and Commission meetings; serve as a liaison to the Chamber of Commerce and other external agencies; prepare staff reports and agendas for these meetings.
3. Conduct annual needs assessments and implement community development strategies and plans.
4. Carry out programs and activities that meet Council Priorities.
5. Administer state and federal funding.
6. Motivate and maintain positive working relationships.
7. Demonstrate and foster in others a commitment to the City values and goals.
8. Perform related duties and responsibilities.

ADDITIONAL EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Principal Planner

9. Attend City Council, Planning Commission, Architectural Review Committee, and other City Committee and Commission meetings as needed, provide staff and management support, and serve as staff liaison facilitator; prepare staff reports, agendas, and minutes as necessary for these meetings.
10. Implement and interpret the General Plan and Zoning Ordinances, process amendments as needed.
11. Serve as Zoning Administrator to process Use Permits, Architectural Permits, Variances, and other applications.
12. Manage staff either individually or as teams and conduct the associated training, coordination, and performance evaluations.
13. Establish appropriate customer service systems and guidelines.
14. Serve as City coordinator for the certified local government process, and manage the State program as defined by the Historic Resources Advisory Committee (HRAC) work plan.
15. Act on behalf of group manager as directed.
16. Perform other related duties and responsibilities as needed.

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Economic Development Coordinator

17. Plan, schedule, and coordinate the implementation of the City of Redwood City's Economic Development Strategy.
18. Develop, monitor and evaluate the status of the annual economic development program budget and assist with the preparation of related budgets.
19. Act as the City's liaison to local and county economic development and business advocacy groups to promote and facilitate implementation of programs and activities and exchange of information.
20. Participate in the development of goals, objectives, policies and priorities on economic development issues for city administration, the business community, and the general community.
21. Provide information to corporate representatives and developers regarding the City's development requirements and approval process. Coordinate with city departments and special project teams to facilitate and expedite the approval process. Act as ombudsperson to streamline process and implementation.
22. Assist in preparing, negotiating, and administering complex development agreements for projects that support the goals of the Economic Development Strategy.
23. Plan, implement and update all forms of City marketing to the business community and actively recruit business to reduce vacancy rate with emphasis on target industries.

Housing Coordinator

24. Provide staff assistance and management support to the City Council, Planning Commission, Housing and Human Concerns Commission, and other City Committee and Commission meetings; serve as a liaison to external agencies and committees; prepare staff reports and agendas for these meetings.
25. Conduct annual needs assessment and implement community development strategies and plans.
26. Prepare federal grant applications and reports, and administer state and federal funding.
27. Adopt federal regulation changes to programs and coordinate progress with others.

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28. Collect and maintain required data, file systems, and case management for federal monitoring and continued funding.
29. Coordinate the development and supervision of housing rehabilitation financing programs.
30. Serve as contract compliance officer for City's federally funded capital improvement projects and complete federal environmental reviews.
31. Assist in the development and maintenance of the Housing Element of the City's General Plan.
32. Carry out programs and activities which implement Council Priorities.
33. Perform related duties and responsibilities.

Downtown Development Manager

34. Coordinate implementation of the Downtown Plan.
35. Coordinate with the Downtown Business Group.
36. Provide staff support to the Downtown Support Group.
37. Coordinate Downtown business opportunities.
38. Coordinate Downtown housing development.
39. Make presentations to the Council, Planning Commission and other community groups on the subject of Downtown.
40. Coordinate review of Downtown projects to ensure compliance with the Precise Plan.
41. Coordinate the Downtown Continuing Education Program.
42. Develop and implement the Downtown funding Plan.
43. Develop and implement the Downtown Parking Plan.
44. Develop and implement quick and easy fixes for Downtown problems.
45. Coordinate Downtown maintenance and cleanliness.
46. Coordinate Downtown events.

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47. Work with the Public Communications Manager to establish and implement effective communication systems relative to Downtown.
48. Be a champion of Downtown.
49. Other items relating to Downtown and the implementation of the Downtown Plan.

OTHER JOB RELATED DUTIES

1. Manage staff in the interpretation and compliance of ordinances, federal and state regulations, pertinent statutory requirements, and laws.
2. Help to recruit, select, train, and evaluate personnel.
3. Manage interns and consultants hired for specific projects, including their contracts.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration, city and regional planning, architecture and design, economic development, real estate principles relating to development, affordable housing, subsidy financing and underwriting techniques.

Recent developments, current literature and informational sources in management practices and principles.

Research methods applicable to assigned work.

Federal, State, and local laws relating to general plans, environmental review, zoning and land division.

Principles of organization, administration and personnel management.

Ability to:

Provide coordination and oversight of staff in the implementation of complex programs and projects.

Research complex issues, analyze data, apply documented community needs to design and implementation of programs, and prepare staff reports with recommendations.

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Prepare agendas, minutes, and related material for City Commissions and Committees.

Provide technical guidance to subordinate staff.

Communicate clearly, concisely, and effectively both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those individuals and teams contacted in the course of work. Manage individuals and teams within such an environment.

Problem solve complex community development issues and develop creative solutions.

Skill to:

Facilitate and serve as a liaison for staff and various City Committees and Commission.

Build and facilitate teams for staff and various City Committees and Commissions.

Coordinate and work with various local and regional agencies, economic development groups, community groups, and other organizations with a vested interest in the planning, land development, housing, redevelopment, and economic development process.

Operate modern office equipment including computer equipment and general office software.

Operate a motor vehicle safely.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the above knowledge and abilities. A typical way to obtain knowledge and abilities would be:

Experience:

Five years of managerial experience in public or business administration, city or regional planning, architecture and urban design, housing, redevelopment, economic development.

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Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, public administration or related field. A Masters Degree is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Special Requirements:

Essential duties of the Community Development Services Supervisor require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to travel to different locations.

OTHER JOB RELATED AND ESSENTIAL QUALIFICATIONS

Principal Planner

Knowledge of:

Principles and practices of city and regional planning, architecture and design.

Recent developments, current literature and informational sources in the field of planning and zoning.

Laws underlying general plans, environmental review, zoning and land divisions.

Principles of organization, administration and personnel management.

Economic Development Coordinator

Knowledge of:

Principles, practices and issues of economic development including industrial and commercial recruitment and retention methods, real estate, land use planning, land development process, financing alternatives, and economic incentive methods. Joint public/private sector approaches to economic development and techniques to stimulate and promote economic activity, including marketing and promotion techniques.

Public policy, laws, regulations and procedures pertaining to economic development.

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Federal, state and local programs and resources for economic development, housing development, community development and business assistance, and procedures for obtaining funding.

Principles and practices of demographic research and analysis and statistics applicable to economic analysis.

Local government administration; budgetary methods and procedures; and program planning, monitoring and evaluation principles and practices.

Housing Coordinator

Knowledge of:

Basic methods principles and procedures relating to budgeting accounting, public information real estate and finance.

Federal, State and local regulations and codes governing housing and enforcement methods.

Principles and practices of public administration, economic development, real estate principles relating to redevelopment, affordable housing, subsidy financing and underwriting techniques.

Recent industry development practices, current funding, and informational sources in management practices and principles.

Research methods and long range planning techniques applicable to assigned work.

Federal, State, and local laws relating to environmental review, labor standards, fair housing equal opportunity, and other statutory requirements for each funding source.

Principles of organization, administration and personnel management.

Financing principles, feasibility analysis, loan underwriting and subsidy techniques.

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Downtown Development Manager

Knowledge of:

Principles, practices and issues of downtown development including retail recruitment and retention methods, real estate, financing and economic incentive methods, marketing and promotion techniques relative to Downtown.

Principles, practices and issues of urban planning and design.

Public policy, laws, regulations and procedures pertaining to downtowns and downtown development.

Financing techniques and procedures relating to real estate and business development.

Federal, state and local programs and resources for downtown development, housing development, community development and business assistance, and procedures for obtaining funding.

Principles and practices of demographic research and analysis; and statistics applicable to economic analysis.

Local government administration; budgetary methods and procedures; and program planning, monitoring and evaluation principles and practices.

Ability to:

Plan and coordinate a complex program in conjunction with local community and government organizations, and within established parameters.

Facilitate priorities and program objectives, and balance working relationships when providing technical support on downtown development issues to an internal policy board (e.g. the City Council) and external community groups (e.g. the Chamber Economic Development Committee).

Establish and maintain effective working relationships with individuals, businesses and other internal and external agencies.

Communicate effectively orally and in writing on technical information to the Downtown business community and general public.

Work independently and exercise considerable independent judgment in resolving issues of significant importance to the City, including assisting in negotiating agreements and/or contracts effectively and within critical time constraints.

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Operate a motor vehicle in order to attend meetings at offsite facilities and visit various land/facility sites for potential developments/business relocation.

Facility with personal computers and the use of Word, Excel, PowerPoint, Access and other related software programs.

Gather economic indicators and other relevant data, analyze complex information, and recommend appropriate action based on findings.

Special Requirements:

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment that surrounds desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means.

Work in an office environment, with frequent visits in the field to assess potential development sites and/or monitor projects. Attend evening meetings as required. Travel out of the City to attend economic development meetings and meet with potential developers and/or businesses.

Experience and Training

Experience:

Progressively responsible experience in Downtown development, land use planning, and/or redevelopment activities in the public sector, or related activities in the private sector. Experience in California is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university in planning, economics, business administration or a related field.

Licenses or Certificates:

Possession of, or ability to obtain and maintain, a valid Class C California drivers license.

**CITY OF REDWOOD CITY
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**ADA
DOCUMENT OF ESSENTIAL DUTIES**

1.	DAE	18.	35.
2.	AE	19.	36.
3.	ADE	20.	37.
4.	SDE	21.	38.
5.	SDE	22.	39.
6.	SDE	23.	40.
7.	OAE	24.	41.
8.	OA	25.	42.
9.		26.	43.
10.		27.	44.
11.		28.	45.
12.		29.	46.
13.		30.	47.
14.		31.	48.
15.		32.	49.
16.		33.	
17.		34.	

**DOCUMENTATION SCALES AND CODES
FOR ESSENTIAL DUTIES**

Time Spent:

S	Significant	10% of day, week, or month
M	Moderate	5-9%
O	Occasional	Less than 5%

Frequency:

D	Daily
W	Weekly
M	Monthly
A	As needed

Supervisor/Manager Review:

E	Major focus of job/position
NE	Minor (can easily be assigned to another position)

Effective Date: May, 2002

Bargaining Group: Redwood City Management Employees' Association