

**CITY OF EMERYVILLE/  
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY**

**TITLE: ECONOMIC DEVELOPMENT AND HOUSING MANAGER**  
**Created: June 2014**  
**FLSA Status: Exempt**  
**Job Code: 1435**

**DEFINITION**

Under general direction, manages the economic development and housing functions of the Community Development Department. The incumbent develops, implements and evaluates goals, objectives, policies and procedures related to these functions including responsibility for project budgets and managing consultant contracts; trains and evaluates assigned staff; performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

This position receives general direction from the Community Development Director, and provides direction and supervision to assigned clerical, technical and professional personnel in the Economic Development and Housing Division.

**CLASS CHARACTERISTICS**

This is a management level classification with responsibility for the administration of complex projects. Methods of performing tasks are largely within the discretion of the incumbent who has considerable latitude in interpreting and applying policies, rules, and regulations, and whose performance is measured mainly by results accomplished. This classification is distinguished from Community Development Director, which is responsible for oversight of the Community Development Department.

**EXAMPLE OF DUTIES**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. The duties outlined below are illustrative of the type of duties and/or work assigned, which include lower level tasks necessary in delivering responsive customer service.*

- Participates in the development and administration of the Community Development Department budget; prepares cost estimates on special projects.
- Manages and oversees personnel administration within the Economic Development and Housing Division.
- Supervises staff responsible for developing and implementing the City's economic development and housing functions.
- Assists the Director and Community Development management team in developing creative strategies for the rehabilitation and development of the community.
- Oversees and participates in research and compilation of comprehensive reports for the City Council, City Manager and the various boards, commissions and task forces.
- Develops innovative financing methods for redevelopment and housing projects/programs.

- Acts as technical advisor to the City Council and various boards and commissions.
- In conjunction with the Community Development Director, assists in defining and developing city policy and objectives for economic development and housing programs.
- In conjunction with the Community Development Director and legal counsel, oversees the implementation of existing Owner Participation Agreements.
- Assists in development of long-range capital improvement planning.
- Attends City Council, Planning Commission, and committee meetings as required; serves as a key staff advisor on economic development and housing issues.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- A variety of technical disciplines and procedures involved in economic development and housing.
- Federal and state funding programs related to housing.
- Redevelopment financing methods.
- Federal, state and local laws associated with the development process.
- Financial statements and pro forma statements.
- Economics, motivations, and practices of the private sector including developers, lenders, and financial institutions as they relate to development.
- Contemporary management and organization principles and practices.
- Budgetary methods, procedures and techniques.
- Financial management and resource allocation.
- Principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.
- Effective techniques and methods to promote mentoring and teamwork.
- Effective written and verbal communication principles including English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service.

### **Ability to:**

- Supervise, direct and coordinate multiple and diverse economic development and housing functions.
- Provide leadership and direction to staff.
- Direct the preparation of designs and plans, field studies, inspection, contract documents, and economic analyses.
- Make decisions when presented with information from a variety of disciplines.
- Prepare and analyze complex reports of a general and technical nature.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain positive and effective working relationships with those contacted in the course of work.

- Negotiate and administer a variety of agreements and contracts.
- Operate modern office equipment and computers to prepare reports, spreadsheets, and databases using general purpose software as well as other specialized software applications and programs.
- Make presentations to the City Council, the City Manager, and community groups.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Work effectively with a variety of community groups.
- Work effectively within the policies established by the City Council, City Manager and Community Development Director.

### **EDUCATION AND EXPERIENCE**

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

**Education:** Bachelor's Degree from an accredited college or university in the field of city or regional planning, business or public administration, economics, civil engineering or a related field. A Master's Degree is highly desirable.

**Experience:** Five years of responsible professional experience in urban planning or redevelopment, of which two years included supervisory or lead responsibilities. Progressively responsible related professional experience may be substituted for the Master's degree on a year-for-year basis, with a maximum of two years substitution.

**Licenses and Certificates:** Possession of a valid California Driver License with a satisfactory driving record or ability to travel to various locations in a timely manner as required in the performance of duties.

### **SPECIAL REQUIREMENTS**

Must be able to attend evening meetings and make site visits as required. Eyesight sufficient to read data, memos, plans, working drawings, computer screens, vouchers; manual dexterity to operate a personal computer and other office equipment; ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours, including evening and weekend hours.