

REDEVELOPMENT PROJECT ANALYST

Job Summary:

Under general supervision of the Redevelopment Manager or the Project Manager and in accordance with established procedures, performs varied professional administrative work; conducts financial analysis; reviews project evaluations and performs other administrative duties in support of redevelopment activities.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind duties and work assignments.)

1. Participates in the development and implementation of administrative guidelines and procedures associated with Redevelopment Agency (RDA) programs.
2. Participates in the financial planning of the RDA, including preparation of financial projections, long term loan restructuring and project budgets.
3. Analyzes the economic and financial feasibility of the proposed RDA projects; researches, analyzes and evaluates information for redevelopment planning including land acquisition, soil remediation, relocation and demolition cost factors.
4. Coordinates redevelopment agency funding with federal, state and local funding sources which includes grant writing and monitoring of grant administered programs to ensure contract compliance.
5. Conducts complex administrative research, studies and surveys and prepares reports recommending appropriate course of action; develops evaluation criteria for requests for proposals; assists with all reporting functions of the RDA including updating implementation plans.
6. Oversees and monitors the performance of contractors and consultants under contract with the RDA to ensure that work is being done on schedule, within budget and in accordance with the terms of the contract.
7. Coordinates the environmental review process for RDA projects; confers and coordinates projects with other city departments, consultants and the public.
8. Monitors and reports on progress of project activities including planning, entitlement and construction.
9. Prepares bid requirements and solicits bids for soils engineering, demolition, environmental, architectural, relocation or related consultant services.
10. Prepares written communications to the City Council, RDA, private and public organizations, boards and commissions and outside agencies' management staffs.
11. Prepares and maintains financial and statistical data, records and files related to disposition and development, owner participation or related agreements.
12. Assists in the management of citizen participation and public relations inclusive of the owner participation process.
13. Provides staff support to a variety of city commissions, committees and work groups and attends meetings.
14. Performs related duties as required.

Qualifications Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in economics, business or public administration, urban planning, finance or related field and three years increasingly responsible paid professional redevelopment, economic development, affordable housing or project management experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles, practices and techniques of planning real estate with an emphasis on redevelopment.
- Relevant federal and state regulations including those concerning redevelopment projects financed through state redevelopment law and through the federal Department of Housing and Urban Development.
- Planning and management of real estate projects.
- Budget preparation and control techniques.
- California redevelopment law and redevelopment strategies.
- Methods of report preparation and presentation.
- Applicable real estate laws, codes, regulations, policies and procedures.
- Basic research, and statistical methods and procedures.
- Quantitative and management analysis techniques.
- Microsoft word, Excel and Power Point.

Skill and Ability to:

- Develop, implement and administer a wide range of programs and projects.
- Communicate effectively both orally and in writing.
- ability to compile analytical and financial reports and conduct real estate economic analysis using excel spreadsheet software.
- Interpret, apply laws and regulations.
- Manage consultant contracts.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and recommend an effective course of action.
- Provide effective customer service.

License or Certificate:

Possession of valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the use hands for finger movement manipulation, handling, or carrying objects and documents.
- Require to reach with hands and arms.
- Require to talk, hear and comprehend.
- Require to stand, walk, sit, stoop , kneel, or crouch.
- Occasionally lift, push and/or pull objects up to 25 pounds.
- Are subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries to attend meetings.

- May be required occasionally to work evenings or weekends.
- Require to use personal computer and office equipment.
- Require to respond to heavy, continual workload.

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