

## EXHIBIT A



### **CLASS SPECIFICATION**

**CLASS TITLE:** Senior Development Project Coordinator

**DEFINITION:**

Under general direction, performs, manages, coordinates, and implements diverse, complex, and multiple economic development programs and projects for the City; acts as project manager providing professional and responsible liaison activities as a representative of the City's interests with businesses, other governmental agencies, developers, and individual citizens; develops and administers budgets for assigned programs/projects; and provides relevant and program/project related information and advice to the public, members of the business community and internal city departments.

**DISTINGUISHING CHARACTERISTICS:**

This advanced journey level professional classification has responsibility to conceptualize, plan, coordinate and implement projects, policies and programs in a variety of areas related to economic development. Positions allocated to this job class are assigned the most complex and sophisticated economic development projects and are charged with overseeing multiple projects for consistency and quality control. This job class requires strong project management skills as well as a high degree of knowledge and expertise in related laws and regulations, and demonstrated working knowledge of real estate development, community revitalization and economic development resources and tools. This job class also requires excellent communications, team building and interpersonal skills and will provide visible representation of the City. General direction is provided by the Economic Development Manager and Community Development Director. Positions allocated to this job class exercise technical and functional supervision over other professional, technical and clerical staff on a project-by-project basis and may exercise direct supervision over other technical and/or clerical staff as assigned.

**EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Plan, organize, administer and manage multiple complex and diverse economic development activities which include the design, financing and construction of specific capital improvement projects; promote the economic vitality of the City through business retention and recruitment; and encourage and facilitate private and public investment in new development and adaptive reuse of existing real estate.
- As a member of the management team, assist the Division Manager in establishing and implementing Division and Department priorities, projects, and programs; lead and participates in the preparation, approval and implementation of key economic development plans and

strategies; provide direction and guidance to other professional staff and manage outside consultant contracts to assist with designated project implementation.

- Monitor, document, and report on the progress of work related to assigned economic development projects on a regular and on-going basis to ensure that established budget, timelines, and standards of quality within contractual obligations are being met; communicates any deviations, issues, and/or concerns to Division Manager in a timely manner; provides recommendations for action.
- Act as a technical and knowledgeable resource to management and conduct necessary research regarding proposed and/or current economic development projects; locate resources, conduct feasibility studies, evaluate development finance analyses, and participate in the planning and permitting oversight as designated and assigned.
- Identify creative ways to solve problems; be a strategic thinker and leverage resources; and build working partnerships.
- Participate in disposition of properties owned by the City, which may include research and preparation of property profiles; identification of predisposition issues to be resolved; working with appraisers, real estate brokers, and attorneys; maintaining a high level of confidentiality; marketing property; and negotiating terms for the sale.
- Work with developers to advance their plans for infill development projects and provide statistics and information, make presentations, lead property tours and redevelopment, make introductions to helpful resources and networks, and facilitate interfacing with other City departments as necessary.
- Participate in, or lead the formation of, public financing districts (e.g. community facilities, infrastructure financing, business improvement districts), and /or establishment of other mechanisms to finance public infrastructure.
- Perform research and/or data gathering activities; analyze and interpret data; prepare reports and recommendations regarding economic conditions and/or economic development activities. Data sets may include demographic trends, economic indicators, tourism statistics, property inventories, real estate transactions, public and private investment, and business needs. Assist with forecasting revenue trends for City budget planning purposes.
- Interpret and explain City policies and standards to members of the business community and the general public; provide information regarding economic development matters; provide business advocacy services and serve as staff liaison with business owners, tenants, developers and members of the public to facilitate business retention, expansion and attraction and new investment.
- Represent the City's mission, goals, and objectives to the developers, business and property owners, other governmental agencies, funding organizations as well as the general public when conducting economic development business; conduct public meetings/presentations for the purpose of conveying information and/or eliciting information and input from affected citizens.
- Maintain contact and provide ongoing progress/status reports of assigned projects to affected citizens and the general public; participate in trouble-shooting and problem-solving activities related to potential negative impact of assigned projects on City businesses, residents, and/or other public/private services; initiate and coordinate the delivery of necessary resources to assist in the successful resolution of problem situations.
- Represent the Community Development Department/Economic Development Division in presentations to City Council, boards, commissions, and community groups; and in interdepartmental, community and/or professional meetings; answers questions and provides information and assistance to the public in person, over the telephone, and in writing.
- Coordinate, oversee and participate in the preparation of a variety of written communications including analytical reports, marketing and promotional materials and correspondence; prepare

and direct the preparation of graphic materials; use computers and designated software programs for various technical planning projects and studies.

- Confer and coordinate with other City departments on a wide variety of project management and administrative issues; develop written recommendations, make oral presentations to higher level management or outside agencies.
- Review, analyze and implement new and/or proposed legislation as it relates to economic development needs and priorities; assist in determining the effect of said legislation on the City; make recommendations on legislative activities and initiate necessary responses to ensure compliance and/or advocacy as appropriate.
- Identify and coordinate grant and other outside funding opportunities; receive and process grant applications; evaluate applications and participate in the selection, administration and ongoing monitoring of grantees.
- May represent the Division Manager in his/her absence as assigned and in accordance with established policies and protocol.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Advanced level principles and practices of economic development practitioners;
- Urban design and planning principles and practices;
- Relevant environmental assessment regulations;
- Real estate development financing;
- Public financing;
- Standard and accepted research and report writing techniques;
- Standard and accepted principles of employee supervision and project management;
- Standard and accepted office methods, procedures and practices to include designated computer hardware and software applications;
- Standard and accepted principles of mathematical and statistical computations;
- Standard and accepted principles and practices of municipal operations and its administration and organization;
- Pertinent sources and availability of information;
- Standard and accepted techniques and methods of report presentation;
- Standard and accepted principles of government financial administration to include public budgeting and reporting requirements and best practices.

#### **Ability to:**

- Learn, understand and apply the City's organization, policies, operations, and procedures;
- Understand, interpret, and implement a variety of both oral and written instructions in an independent manner;
- Understand, interpret and explain pertinent federal, state, and local regulations and guidelines related to assigned functions and responsibilities;
- Identify problems/issues, collect relevant data, analyze options according to established criteria, recommend appropriate course of action, and initiate action per directives;
- Direct, manage and coordinate economic development activities and related projects;
- Analyze a variety of complex data including economic studies, financial statements, proformas, sources and uses of funds, marketing studies, plans, specifications, and bid packages;

- Successfully communicate and interact with individuals and groups at all organizational and social levels; instruct, persuade, negotiate, and motivate individuals with diverse backgrounds and business/personal interests;
- Communicate clearly, concisely, and tactfully in both oral and written forms;
- Coordinate, prioritize, and integrate multiple projects in a cohesive and effective manner;
- Secure cooperation and teamwork among all affected and interested parties;
- Perform the full range of assigned duties and supervise the work of designated professional, technical and clerical staff;
- Schedule, coordinate, and prioritize the work of self and others in a timely and proactive manner;
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills, and abilities would be:

Possession of a bachelor's degree from an accredited college or university with academic course work in urban planning, economics, public financing or closely related field. Possession of a master's degree in urban planning or real estate is desirable.

Four (4) years of progressively responsible experience performing program management and/or project management duties in economic development, redevelopment, planning, and/or community development for a public agency, quasi-public agency or applicable private sector entity.

Special Requirements:

Possession at time of hire and continued maintenance of a valid California Class C driver's license is required. Independent travel and attendance at meetings outside the normal working hours may be required.

Employment Type: Full-Time Classified

Bargaining Unit: AMP

FLSA Status: Exempt

Established: April 17, 2007

Amended: August 5, 2008; July 22, 2014; July 16, 2019

Class Code: 50419