

DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under general direction of the Director of Community Development, manages, coordinates, and supervises the programs and activities of the Redevelopment Division, including redevelopment programs, economic development activities, housing programs and grants management; coordinates and oversees the functions of the department customer services counter; assigns and monitors variety of land use and building permit applications; performs all other related duties as assigned. This is a mid-management position.

EXAMPLES OF DUTIES

- Manages the Arcata Community Development Agency's Housing Set-aside and Project funds as outlined in the goals and objectives of the Agency's Implementation Plan including Owner Participation Agreements; Façade Program Agreements, Parking In-lieu Fee Program; redevelopment project planning and construction management, project funding acquisition and administration, property acquisition and management; development and negotiation of contract documents, and contract management.
- Manages the economic development activities of the City as outlined in the goals and objectives of the City's Economic Development Strategic Plan including the sale of City owned lots in the Aldergrove Industrial Park; administration of the lease agreement with the College of the Redwoods to manage the Foodworks Incubator Building; and provide technical assistance to businesses that are considering expanding or relocating in Arcata.
- Manages the CDBG and HOME program grant funds including the City's Housing Rehabilitation, First Time Homebuyer, Business Loan Programs and Program Income Revolving Loan Fund accounts.
- Assigns and monitors departmental workflows on a wide variety of applications for City land use and building permits and reports as well as City and/or Agency financial assistance programs and reports.
- Coordinates and oversees the public information and customer services functions at the public counter, including developing and disseminating materials designated to market and/or explain City programs to the general public; directing the preparation of maps charts, models, and other graphic materials.
- Researches and prepares applications for grant funding from public, private and/or non-profit sources; manages and administers financial grants; prepares financial and narrative reports on grant funded activities as required by the funding agency.
- Participates in the preparation and administration of the departmental budget.
- Assigns, directs, and reviews the work of assigned personnel, including providing training, feedback, and direction, motivating employees, and conducting performance evaluations and disciplinary actions;
- Manages the fee and grant revenue collection functions of the Department including invoicing, purchase orders, budget adjustments, grant reimbursements loan monitoring, and grant program income accountability.

- Prepares contracts, Requests For Proposals (RFPs), scopes of work for and conducts research and evaluation of planning, redevelopment, economic development, and affordable housing proposed projects, including the evaluation of technical environmental contamination studies, feasibility studies; marketing studies; preparation of initial study reports and environmental assessments, and the preparation of all documentation required by the California Environmental Quality Act and National Environmental Policy Act.
- Meets and coordinates work with a wide variety of the general public, non-profit and private businesses, other governmental and regulatory agencies, developers, planning and environmental consultants, architects, and others.
- Acts as Staff to assigned Committees and Commissions, which may include Planning Commission, Economic Development Committee, and Design Review; and serves as liaison between assigned Committees/Commissions and City Council and Redevelopment Agency Board, including preparing reports and recommendations.
- May perform duties of Director of Community Development in his/her absence.
- Performs all other related duties as assigned.

REQUIREMENTS

Knowledge of: Principles, practices, techniques and methods of comprehensive urban and environmental planning; California planning and zoning law, the Subdivision Map Act, Coastal Act, California Environmental Quality Act, Community Redevelopment law, and other pertinent laws and regulations; legal descriptions of real property and land surveys; the principles, practices, techniques and methods of real estate appraisals, financing and loan packaging; software programs used in a business setting, including word processing, spreadsheet and data base programs; the principals and practices of budget development and administration; the principals and practices of employee supervision; research methodologies, and the techniques of quantitative and qualitative analysis; standard report writing principals and practices; and the use of standard office machines, including personal computers, calculators, copy machines, FAX machines, etc.

Skill in: Reading, understanding and applying a wide variety of technical, legal, and other complex laws, rules, regulations, and guidelines; reading, analyzing, and evaluating architectural and site plans and related technical reports; reading and understanding title reports, deeds and legal descriptions of real property, easements, covenants, conditions and restrictions, and similar real property documents; preparing applications for grant funding; writing technical and administrative reports, procedural guidelines, standards and correspondence; the presentation of complex reports, both orally and in writing; quantitative and qualitative analysis; budget analysis and administration; the supervision of professional and technical staff; and establishing and maintaining cooperative and effective working relationships with co-workers, supervisors, and a wide array of the general public.

OTHER REQUIREMENTS

Must possess a valid California Driver's License. Must be able to work nights and weekends as required. Must be able to handle the physical aspects of the job, which include sitting, standing, and lifting and carry objects up to 40 pounds in weight.

DESIRABLE EXPERIENCE AND TRAINING

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outlined above. An example would be:

Possession of a Bachelor's Degree in Planning, Engineering, or a closely related field and at least five years of professional experience in redevelopment, housing, planning and/or economic development, with at least two years supervisory experience.