

City of South San Francisco
Human Resources Department

Economic Development and Housing Manager
Class Description

Definition

Under general direction, manages economic development, housing production, and housing rehabilitation projects for the City; prepares and administers project budgets involving the use of federal and state funds; and does related work as required.

Distinguishing Characteristics

This single-position classification is a division head. Areas of program responsibilities include, but are not limited to, implementing economic development plans and capital projects, housing production and rehabilitation, real property disposition, seismic retrofits, affordable housing promotion, community development block grants (CDBG), and supervision of staff and consultants. This class is distinguished from the department head in that the latter has overall responsibility for economic and community development including Planning and Building divisions, and supervises this classification.

Typical and Important Duties

1. Participates in planning, developing, and administering economic development, housing and community development projects and programs for the City; assists in the negotiation of Owner Participation and Property Disposition Agreements.
2. Manages the implementation of downtown and commercial capital improvement projects; oversees property appraisal and property disposition, negotiation of low-moderate income housing agreements, and housing production and rehabilitation activities.
3. Provides construction management oversight for Successor Agency capital projects; hires construction contractors and consultants; supervises their work, and reviews/approves invoices for payment; makes site visits to construction locations to monitor work in progress.
4. Identifies funding sources, applies for state and federal funds, and obtains construction financing for projects; prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies; manages affordable housing loan portfolio, and portfolio of income restricted units.
5. Prepares staff analyses and reports for City Council, Successor Agency, Oversight Board and Planning Commission relative to areas of program responsibilities; attends meetings of public bodies, explain staff analyses, and responds to questions from elected or appointed officials.
6. Coordinates program activities with other departments and divisions; attends community meetings, represents the department and City, and promotes good community relations; investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.

7. Prepares the annual budget request for the division; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors expenditures after budget adoption; oversees disposition of surplus materials; approves purchase requisitions.
8. Interviews and selects new staff; prioritizes, develops, and revises staff work schedules; assigns and reviews work; approves time off for payroll purposes, and prepares and conducts employee performance evaluations.
9. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of marketing and promotion.
- Housing acquisition and rehabilitation programs and regulations pertaining to them, including eligibility, budgeting, processing, environment, and citizen participation.
- Principles and practices of community planning, redevelopment dissolution, and economic development.
- Principles and practices relating to loan procurement and administration.
- Principles and practices of budget and financial management.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Principles and practices of housing and commercial construction and development.

Ability to:

- Effectively administer assigned housing programs within requirements and guidelines established by the City and funding agencies.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Negotiate complex real estate Disposition Agreements and Development Agreements.
- Construct and analyze real estate development pro formas.
- Maintain effective liaison with other City departments and other agencies and deal successfully with the public and community groups.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Communicate clearly and concisely, both verbally and in writing.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.

- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

Experience and Training

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

Experience: Four years of increasingly more responsible experience involving housing and related programs, with an additional one-year of lead experience.

Training: A bachelor's degree from an accredited college or university with major coursework in planning, public administration, economics, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	June 2002
Revised Date:	June 2003, October 2014
Former Titles:	CDBG Coordinator, Manager of Housing and Community Development
Abolished:	CDBG Coordinator abolished July 1997; Manager of Housing and Community Development abolished June 2002; Manager of Housing and Redevelopment abolished in October 2014

Bargaining Unit: Mid-management
ADA Review: 1994/95
DOT: No
Physical: Class 3
Status: Unclassified/exempt
EEOC Category: EF9\EJ2
Job Code: M145

ADA Documentation of Essential Duties

1. SDE
2. MWE
3. SDE
4. MWE
5. OAE
6. MME
7. MAE
8. SDE