

## SBF/RDA Project Coordinator

### **DEFINITION**

The purpose of the SBF/RDA Project Coordinator is to enter into appropriate contracts with developers of selected projects and ensuring compliance with state and federal environmental laws; monitors the progress of selected projects and enforces any contractual remedies for non-performance; works with DWR and the Steering Committee to resolve any issues related to administration and/or implementation of the SBF Fund.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative general direction from the City Administrator

This classification has no direct supervisory responsibilities, but may provide technical supervision to others.

**EXAMPLES OF ESSENTIAL FUNCTIONS** - *Essential functions may include, but are not limited to, the following:*

Convene meetings and implement decisions of a Fund Steering Committee;

Perform grant funding tasks;

Develop a regional Fund Strategic Plan;

Enter into a Fund Implementation Agreement with DWR and discharge obligations thereto;

Enter into appropriate contracts with developers of selected projects and ensure compliance with applicable state and federal environmental laws;

Monitor the progress of selected projects and enforce any contractual remedies for non-performance;

Document all use of the Fund in a manner consistent with auditing requirements associated with the use of public funds;

Work with DWR to resolve in a timely manner any of its issues related to administration of the Fund;

Work the Steering Committee to implement its decisions;

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Develop criteria to be followed during project implementation and inserted into contracts with developers, including: Schedule and benchmark conditions for phased release of Funds, as determined appropriate by the Steering Committee; Identification of responsible parties for securing any necessary permits and for implementing the project in accordance with conditions, timelines, benchmarks; requirements for periodic status reports to the City Administrator; Penalties for failure to comply with conditions such as withdrawal of allocation of funds to that project.

Assists in the planning, implementation and monitoring of redevelopment and economic development activities.

Assists in soliciting proposals, and makes recommendations for contractor selection.

Assists in contract negotiations; prepares and administers contracts.

Assists in the negotiation, acquisition, clearance, site improvement, relocation, condemnation and disposition of property.

Participates in the preparation of a variety of reports required by government agencies.

Assists in establishing and maintaining accurate fiscal accounts and records.

Prepares project budgets, cost estimates, bids, contracts, correspondence and other documents.

Investigates, interprets, analyzes and prepares recommendations related to proposals for new programs, services, equipment and personnel.

Receives and responds to public inquiries, requests for assistance, concerns and complaints regarding redevelopment programs and projects.

Represents the department in various City, civic and community meetings as required.

Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, maintaining files, entering computer data, attending meetings, etc.

Research, compile, and prepare reports and documentation on program activities; analyze programs and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Coordinate plan review activities with other City departments and with outside agencies.

Recommend policies, procedures, and ordinance revisions as necessary.

Develop and implement procedural methods and practices for reviewing the SBF Fund.

Research complex problems, analyze various approaches and implement solutions;

Perform other duties as assigned.

**Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Philosophy, trends, principles and techniques of commercial, industrial and economic development and redevelopment.

Land and real estate economics.

Contract administration.

Program development, management and monitoring techniques.

Budget preparation and administration.

Research methods and sources of information related to redevelopment.

Modern office practices and technology, including the use of computers for word and data processing.

Methods of letter writing, record-keeping and report preparation.

English usage, spelling, grammar and punctuation.

Public / community relations techniques.

**Ability to:**

Read, understand, interpret and apply pertinent federal, state and local laws, rules and regulations.

Assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare and monitor contracts.

Organize and conduct research projects.

Communicate clearly and concisely, both orally and in writing.  
Prepare clear and concise reports.

Make effective oral and written presentations.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience:**

Two years of experience in redevelopment, economic development, fund administration and/or business development.

**AND**

**Education:**

Bachelor's degree in public administration, planning, economics or related field.

**OR**

**Substitution:**

Any combination of education and experience, is qualifying, if it would provide the required knowledge and abilities for the position.

**Additional Requirements:**

Possession of a valid California Class "C" driver's license.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**