

REDEVELOPMENT MANAGEMENT ASSISTANT

DEFINITION

To analyze, design, implement, coordinate, evaluate and monitor economic development and redevelopment programs and projects; to recommend the elimination of under-utilized and blighted areas and conditions; to assist in the creation of economic and business opportunities and the revitalization of commercial districts; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director of Redevelopment.

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

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

Performs related research and analysis, and maintains records regarding project activity.

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.

Coordinates department activities with technical and professional consultants, contractors and other City staff.

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.

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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.

MINIMUM QUALIFICATIONS

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.

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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 and/or business development.

Education:

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

Substitution:

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

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.