



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: DEVELOPMENT PROJECT MANAGER I-III

DEFINITION: Directs and coordinates the planning and execution of commercial, industrial, residential, or neighborhood-based community development projects, programs or activities.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - under close supervision, directs and coordinates complex community development projects, programs or activities;

Grade Level II - under general supervision, directs and coordinates more complex community development projects, programs or activities;

Grade Level III - under direction, directs and coordinates the most complex community development projects, programs or activities.

EXAMPLES OF DUTIES:

- Coordinates the management of redevelopment projects;
- Coordinates the development or management of commercial, industrial, or office properties;
- Coordinates the acquisition, rehabilitation, construction, or administration of a variety of housing projects and/or programs;
- Coordinates and develops neighborhood improvement programs and activities;
- Coordinates economic development programs;
- Develops and administers complex Federal and/or State grant programs;
- Establishes objectives, priorities and schedules to achieve maximum efficiency in completing assigned projects;
- Establishes and maintains communication with groups, organizations, institutions, and individuals to secure maximum desired citizen participation in the planning and execution of projects and programs;
- Coordinates efforts with all applicable City departments in the planning and implementation of assignments;
- Coordinates, monitors, and evaluates all project/program activities and makes revisions as required;
- Administers contracts;
- Directs staff assigned to projects/programs;
- Negotiates or assists in negotiations between developers, property/business owners and the City;

DEVELOPMENT PROJECT MANAGER I-III (continued)

- Prepares appropriate documents and reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business Administration, Economics, or a closely related field and four years of progressively responsible administrative and budgetary experience involving one or more of the following specialty areas that includes additional special skills, knowledge, or abilities:

- Management of redevelopment projects - requires a thorough knowledge of California redevelopment law, municipal budgets, and negotiation of development agreements; and ability to implement and coordinate public and private activities related to the redevelopment process;
- Development or management of commercial, industrial, or office properties - requires knowledge of real estate principles and practices which may include leasing, acquisition, property disposition, and/or contract negotiation techniques; and ability to generate or review a variety of development or real estate-related documents to ensure accuracy and completeness;
- Acquisition, rehabilitation, construction, or administration of a variety of housing projects and/or programs - requires knowledge of real estate transactions, pro forma development and analysis, property management techniques, and residential funding sources; and ability to coordinate all activities associated with both market rate and affordable housing development and maintenance;
- Development and coordination of neighborhood improvement programs and activities - requires knowledge of neighborhood and community organizing and outreach in socially and economically diverse neighborhoods; or the knowledge and ability to develop and administer complex Federal and/or State grant programs for neighborhood improvement strategies;
- Coordination of economic development programs – requires ability to coordinate small business attraction, location, retention, expansion, lending, and technical assistance.

Additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis. A Master's degree maybe substituted for up to one year of the required experience.

A valid motor vehicle operator's license.

HISTORY:

- Revised: 06/27/80, 07/01/85
- Approval/Adoption Date: 02/03/1999