

## **HOUSING AND ECONOMIC DEVELOPMENT MANAGER**

### **DEFINITION**

Under limited direction, the Housing and Economic Development Manager directs and administers the division to which they are assigned. More specifically, the Housing and Economic Development and Housing Manager develops, coordinates, and implements the City's housing and economic development programs and related activities; initiates key long range planning activities based on the City's General Plan, Housing Element, Belmont Village Specific Plan, Economic Development Strategic Plan, and regional initiatives; provides housing and economic data to inform key policy decisionmakers; develops and implements marketing, branding and outreach activities for business engagement; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Housing and Economic Development Manager functions as manager over the Citywide area of practice to which they are assigned, i.e., housing/economic development activities and provides technical expertise to other City departments and related agencies. The Housing and Economic Development Manager is distinguished from the next lower classification of either Management Analyst I/II in that the former is a division level manager, with vast programmatic responsibilities, expected to function with limited supervision.

### **SUPERVISION RECEIVED AND EXERCISED**

Limited direction is provided by the department or deputy department head. Responsibilities may include direct supervision of professional, technical, and clerical positions.

### **ESSENTIAL FUNCTION STATEMENTS**

*When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change, or rescind work assignments as needed.*

Duties may include, but are not limited, to the following:

- Assist in the development and implementation of policies and programs pertaining to economic development and housing supply in City.
- Develop programs and plans to implement the General Plan Housing Element and produce housing, especially affordable housing, by means of new construction, rehabilitation or acquisition; evaluate housing development and community benefit proposals and make recommendations to City leaders.
- Ensure compliance with federal and state laws and regulations; ensure consistency with local objectives and community requirements.
- Supervise the preparation and development of applications for public and private funding sources from federal, state, local governments, conventional market, and foundations.
- Supervise established programs of housing rehabilitation, first-time buyer, Below Market Rate (Inclusionary) Program, capital improvements and community facilities, and competitive subrecipient grant awards for social services.
- Implement and develop neighborhood improvement and engagement strategies.
- Prepare a variety of reports on housing production and preservation, neighborhood improvement, and other related City activities; gather and analyze data; recommend appropriate action.
- Supervise loan monitoring and collections of the division loan portfolio and supervise the City's land held for redevelopment portfolio; provide support to accounting staff for annual changes in loan and land values.

- Identify, develop, and analyze data to assess trends, issues and opportunities affecting businesses and the City. Act as the City's liaison to public and private organizations related to economic development and housing.
- Facilitate the attraction, retention, growth, and success of businesses through active engagement, business assistance, provision of information, marketing, and outreach.
- Create and foster effective business relationships with key stakeholders to facilitate business attraction and retention that will support the development and growth in the Belmont Village Specific Plan area and other city business and employment districts.
- Identify and pursue grant and funding opportunities that leverage city resources for economic development activities and/or community events in the Belmont Village Specific Plan area and other key business and employment districts; oversee administration of economic development grants and contracts.
- Identify and recommend revisions to ordinances and policies that hinder business operations in the Belmont Village Specific Plan area and other business corridors to improve economic conditions, functionality, aesthetics, and public safety.
- Develop and provide information to business representatives and developers regarding the City's development requirements and approval process; assist with the facilitation and coordination of entitlement and permit approval process where appropriate.
- Maintain a high level of public relations with City residents, neighborhood associations, nonprofit organizations, Chamber of Commerce, developers, lenders, and real estate professionals.
- Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
- Provides analytical and administrative support to special projects; research, compiles, and reports data for special projects.
- Prepare staff reports and make presentations for Council, Subcommittees, Ad Hoc Committees, community groups and stakeholders.
- Represent assigned operations and programs at City Council, other boards, and commissions, and at professional and public meetings, as required.
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of expertise; incorporates new developments as appropriate into programs. Train professional, technical and clerical staff on relevant matters.
- Negotiate and manage contracts and agreements.
- Respond to citizen and business inquiries.
- Assumes additional supervisory responsibilities as assigned in the absence of the Community Development Director or related Department/Division to whom they may report.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of housing programs and development, economic development, public policy, and business development including best practices, statistical analysis, information technology applications.
- Procedures, regulations, and practices in housing and redevelopment, financing, land acquisition, construction, rehabilitation, and historic preservation.
- Real property acquisition principles and appraisal techniques.
- Applicable Federal, State, and local laws, codes and regulations related to housing and/or redevelopment projects.
- Principles of building, zoning, and applicable local codes.
- Grant preparation and contract administration principles and techniques.
- Basic budgeting and loan accounting principles and practices.
- Basic methods for publicizing and disseminating information regarding housing and economic development projects.

- Hands on and effective techniques and information sources related to economic analysis and economic development. Federal, state, and local programs and resources for economic development activity in urban areas.
- Private financial institutions, including procedures, requirements, underwriting, real estate principles, and eligibility criteria pertaining to housing preservation and production.
- Physical, social, and economic implications involved in community development and neighborhood improvement matters.
- The utilization of generalized and specialized computer application systems and programs.

**Ability to:**

- Analyze, interpret, apply, and explain laws, rules, codes and regulations related to housing production, preservation and maintenance, neighborhood improvement, redevelopment, and economic development.
- Interpret and explain pertinent economic development, housing and department policies and procedures.
- Establish and maintain effective working relationships with the public, fellow staff, government representatives and consultants.
- Analyze, interpret, explain, and implement various Federal, State, and third-party regulations, rules and procedures, and department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs. Understand and apply interpersonal skills to work effectively with internal and external partners.
- Plan, prioritize, communicate, delegate, and monitor a variety of concurrent projects while meeting critical deadlines. Analyze and synthesize data and complex information; write comprehensive reports.
- Plan, organize, train, supervise, review, and evaluate the work of staff in a manner conducive to independent judgment, high performance, and personal accountability.
- Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines. Negotiate and prepare written agreements.
- Establish and maintain effective working relationships.
- Develop and monitor an assigned program budget.
- Use a computer, including modern job-related software.
- Operate a motor vehicle in order to attend meetings at offsite facilities and visit various sites for potential developments/business relocation.

**Experience and Training Guidelines:**

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

Four years of increasingly responsible experience and demonstrated proficiency in community housing, economic or community development; supervisory experience highly desirable.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban studies and planning, economics, business administration, public policy, public administration, or related field. A Master's degree in a related field is desirable.

Possession of, or ability to obtain, an appropriate valid California driver's license.

**WORKING CONDITIONS**

Essential duties require the following physical tasks and environmental conditions:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desktops or file drawers. Exposure to vibration, pitch, and glare from a computer.