

**CITY OF GLENDORA**  
**ASSISTANT DIRECTOR OF REDEVELOPMENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, supervises and organizes the day-to-day operations of the Redevelopment Division; coordinates the activities of the Redevelopment Division with developers, property and business owners, housing agencies and block grant funding sources and other public agencies and City departments; takes leadership in developing a vision for land use redevelopment, economic development and revitalization with emphasis on the renovation of the Route 66 commercial corridor; performs complex professional work and related duties as required.

**CLASS CHARACTERISTICS**

This is a single class mid-management position reporting to the Director of Planning and Redevelopment and may act in his/her absence; supervises professional and sub-professional staff, and is primarily responsible for coordinating the City's redevelopment and housing programs with business and property owners and residents and other divisions and departments in the City.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Develops and implements goals, objectives, policies and procedures related to the Redevelopment Division; oversees office operations and redevelopment projects; maintains appropriate records and files and coordinates work flow. (a b c d g h i j k o q r)
2. Conducts complex assignments and directs the work of others involved in the preparation, review and administration of redevelopment plan administration, affordable housing development strategies, and use of low and moderate housing funds; ensures that activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations. (a b d e g h k o q r)
3. Supervises professional and technical staff engaged in current and long-range City commercial, industrial redevelopment and housing rehabilitation or housing assistance block grant funded programs. (a d e g h j k l m q)
4. Attends meetings, makes presentations to Planning Commission, City Council and other groups; provides technical assistance regarding redevelopment or housing

matters, effectively interacts with policy makers, various City departments, businesses, community organizations and associations. (a b c f j k l o q r)

5. Reviews, analyzes and coordinates related activities; consults with relevant parties, and prepares reports, conducts research and special studies; meets with developers, property owners, and general public to resolve redevelopment, economic development or housing issues and creates understanding of policies and procedures. (a b c d f i j l o p q r)
6. Selects employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; reviews and evaluates employee performance; executes disciplinary action. (a d e g h i l m n q)
7. Represents the City, as assigned, in relations with the community, committees, local, state, and federal agencies, historical preservation groups, other planning departments, and professional organizations. (a c f i j l q r)
8. Assists in preparing and administering the Redevelopment Division budget and monitors expenditures. (a b g h i k m o n p)

#### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of related subjects.
- c. Deal effectively with developers, property owners, architects, engineers, and the general public.
- d. Plan, direct, and coordinate current and long-range redevelopment projects/programs;
- e. Select, train, supervise and evaluate division staff.
- f. Represent the City in a variety of meetings.
- g. Make decisions regarding operational and personnel functions.
- h. Respond to emergency and problem situations in an effective manner.
- i. Understand and interpret financial reports, explain and apply policies and procedures.
- j. Analyze unusual situations and resolve them through application of management principles and practices.

- k. Develop comprehensive plans to meet future City needs/services.
- l. Deal constructively with conflict and develop effective resolutions.
- m. Plan and administer a balanced division budget and operate programs within allocated amounts.
- n. Work independently exercising initiative and good judgment.
- o. Create, coordinate and prepare a variety of marketing and economic development programs and materials.
- p. Operate a computer and use a variety of computer software.
- q. Coordinate departmental activities with other City departments and with outside agencies.
- r. Correctly interpret and apply provisions of codes, regulations, statutes, and ordinances.

#### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

#### QUALIFICATIONS GUIDELINES

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

A Bachelor's degree or equivalent with major course work in public administration, planning, urban design, architecture, business administration or closely related field, plus five years of increasingly responsible professional experience in local government redevelopment and community development, including one year in a supervisory capacity. A master's degree in public administration, planning, business administration or related field is desirable.

#### Knowledge and Skill Levels

Thorough knowledge of the theories, principles, goals, objectives, procedures, practices, California redevelopment law, and trends in the field of redevelopment, including thorough knowledge on the legalities in administering CDBG and affordable housing programs and ability to read, understand, prepare and review development agreements; knowledge concerning real estate transactions, project performance analysis; effectively manage and lead subordinates.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.