



Staff Report

TO: Honorable Mayor and Members of the City Council

FROM: Brian Nakamura, City Manager *[Signature]*

DATE: January 12, 2010

RE: Approve Establishing the Redevelopment & Economic Development Manager Job Classification, Job Description and Salary Range

RECOMMENDATION:

Approve the attached job description for the position of Redevelopment & Economic Development Manager; amend the Hemet Classification Plan to add the classification; set the salary range at Management Range 45 (\$6873-\$8772 per month); and, identify the classification as Management/Professional in the Administrative Personnel Resolution.

BACKGROUND & ANALYSIS:

The Administrative offices continue to evaluate and restructure in order to achieve cost savings and provide the best organizational options to ensure delivery of City priorities, meeting the goals and objectives of the City Council as defined in the 2009-10 goal setting session.

This position will serve in assisting the City Manager and Redevelopment Agency in establishing economic goals and policies, while coordinating with City departments to perform short and long range planning to ensure stable economic growth. This position will also serve as the City's primary point of contact with the Chamber of Commerce and other professional economic development and Redevelopment organizations. The attached job description goes further into the essential functions of the position.

The Salary Range M45 is recommended. As compared to the City's current organizational structure, this approach will reduce the department by one Department Head level position. The position will be a direct report to the City Manager and/or his designee and this job classification will be placed into the Administrative Personnel bargaining unit.

FISCAL IMPACT:

This is a non-general fund position. Budget will be appropriated from the Redevelopment Agency to fund this position.

Respectfully submitted,

Mark Orme
Deputy City Manager

Fiscal Review:

Thomas M. Kanarr
Finance Director

Legal Review:

Eric S. Vail
City Attorney

Attachment: Redevelopment & Economic Development Manager Job Description

CITY OF HEMET

Class Code: 2106
Page 1 of 2

Date Adopted: NEW
Date Last Revised: NEW

REDEVELOPMENT & ECONOMIC DEVELOPMENT MANAGER

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 administrative direction of the City Manager or his/her designee, the Redevelopment & Economic Development Manager is responsible for developing and administering the City's Redevelopment and Economic Development Programs, including the implementation and administration of the adopted Redevelopment Plan. The position also oversees Redevelopment and Economic Development activities and does related work as required.

CLASS CHARACTERISTICS

This position is responsible to the City Manager or his/her designee, and is responsible for Redevelopment and Economic Development. This position ensures citywide policies and procedures are followed, and that department activities are coordinated with City goals and objectives.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics:

Assists the City Manager and Redevelopment Agency in establishing economic goals and policies; coordinates with departments to perform short and long range planning to ensure stable economic growth.

Administers and implements Redevelopment and economic plans, programs and policies.

Coordinates and prepares financial and technical reports and budgets.

Responsible for the City's Economic Development projects and programs; monitors contract compliance for projects.

Functions as a liaison with the Chamber of Commerce and other professional economic organizations and responds to public inquires regarding Economic Development and Redevelopment.

Meets with potential investors and developers to secure their participation in Redevelopment projects.

Represents the City at public hearings, community meetings and conferences.

Recommends and oversees the use of consultant and outside professional service providers.

Supervise, train, and evaluate staff performing duties related to Redevelopment and Economic Development activities.

Works with property owners and prospective tenants and developers to match available properties with desired commercial business activities.

Coordinates and recommends project activities including real estate acquisition and disposition relocation, demolition, eminent domain actions, building construction and rehabilitation, property management and project improvements.

Works with other City departments and divisions to ensure that projects are progressing.

Work independently and exercise independent judgement.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal organization and administration; principles, practices, procedures, techniques, laws, and regulations pertaining to Redevelopment, Economic Development and capital projects; principles and practices of effective leadership, organization management, and supervision; federal, state, and local laws, rules, and regulations which pertain to local government operations.

Skill in program development, implementation, evaluation, and progress reporting; assessing objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department; managing special projects, activities, and programs; understanding and applying complex regulations, procedures, and guidelines.

Ability to manage and delegate; handle effectively multiple projects and priorities; prepare and present oral presentations to the City Manager, City Council, commissions, and other public or private community groups; handle competing demands and promote quality customer service and team building; communicate effectively both orally and in writing; establish and maintain effective working relationships with City officials, employees, and the public.

MINIMUM QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree from an accredited university or college in public administration, business administration, economics or a closely related field and five (5) years increasingly responsible professional municipal administration, involving the responsibility for the planning, organization, implementation, and supervision of Redevelopment / Economic Development. A master's degree from an accredited university or college in public administration, business administration, economics or a closely related field is desirable.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid and appropriate California Driver's License and maintain a satisfactory driving record.