

City of South San Francisco
Human Resources Department

Deputy Director of Economic and Community Development
Class Description

Definition

Under direction from the Economic and Community Development Director, directs and coordinates the Economic Development and Housing Division; plans, organizes, manages and directs the review and implementation of the City's Economic Development and Housing projects; prepares and presents reports to the Economic and Community Development Director on activities, issues, and needs of the division; develops and implements policies, goals and objectives and ensures compliance with applicable laws, ordinances and regulations; provides highly responsible and complex administrative support to the Economic and Community Development Director; serves as the acting Director as assigned; assists in the strategic planning, organization, and high-level management of the Economic and Community Development Department; and does related work as required.

Distinguishing Characteristics

Reporting to the Department Head, the Deputy Director manages, supervises, develops, maintains, directs and coordinates the activities of the division whose functions include providing direct public service. This class is distinguished from the next lower-level classifications in that it has primary responsibility for managing the division. In addition, this class assists the Department Head in the strategic planning, organization, and management of the department.

Typical and Important Duties

1. Manages the operations of the Economic Development and Housing Division, including planning, developing, and administering economic development, housing and community development projects and programs for the City; directs the negotiation of real estate development agreements.
2. Assists in the strategic planning, organization, and high-level management of the Economic and Community Development Department.
3. Develops and implements goals, objectives, policies, procedures and work standards to enhance the delivery of economic and housing services to ensure administrative accountability.
4. Manages all personnel issues for Division staff (e.g. hiring, training, evaluations, etc.)
5. Manages the Division's budget, monitors expenditures and makes adjustments accordingly, and develops and maintains established service levels and objectives.
6. Manages the implementation of downtown and commercial capital improvement projects; oversees property appraisal and property disposition, negotiation of low-moderate income housing agreements, and housing production and rehabilitation activities.

7. Identifies funding sources, applies for state and federal funds, and obtains construction financing for projects; prepares and administers CDBG and Successor Agency funds and budgets; prepares and submits various budgetary documents to funding agencies; manages affordable housing loan portfolio, and portfolio or income restricted units.
8. Prepares staff analyses and reports for City Council, Successor Agency, Oversight Board and Planning Commission relative to areas of program responsibilities; attends meetings of public bodies, explain staff analyses, and responds to questions from elected or appointed officials.
9. Coordinates program activities with other departments and divisions; attends community meetings, represents the department and City, and promotes good community relations; investigates and resolves citizen complaints and concerns; applies the principles of good customer service and instills it in staff members.
10. Represents the Economic and Community Development Department to other City departments, government agencies, community members, and business representatives.
11. Provides technical assistance and information to a variety of boards, commissions, and committees.
12. Prepares and presents a variety of reports to the City Council, Planning Commission, City Manager, and others, including staff reports, monthly and periodic reports, data compilation, and responses to inquiries.
13. Represents the City at professional and technical meetings; provides comments and analysis concerning new and revised codes and standards; ensures that best practices are implemented.
14. Coordinates the preparation, training, and implementation of new or revised policies, standards, and regulations.
15. Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
16. Performs other related work as required.

Job-related Qualifications

Knowledge of:

- Principles and practices of economic development and community development including business attraction and retention strategies and programs.
- Principles and practices of Affordable Housing program administration and related development methods and practices.
- Principles and practices of leadership, team building, management, supervision, training, and employee development.
- Principles and practices of marketing and promotion.
- Principles and practices of real estate development, including real estate finance, environmental and planning approval process, and citizen participation.
- Principles and practices of community planning, redevelopment dissolution, and economic development.
- Principles and practices of budget and financial management.
- Pertinent local, State and Federal laws, ordinances and rules.
- Projects and contract management and negotiation methodologies.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

- Principles and practices of housing and commercial construction and development.

Ability to:

- Organize, implement and direct economic development and housing program activities.
- Effectively administer assigned housing programs within requirements and guidelines established by the City and funding agencies.
- Acquire a thorough knowledge of applicable City and department policies and regulations.
- Develop and maintain collaborative working relationships with the business community, outside agencies and other City departments.
- Negotiate complex real estate development agreements.
- Construct and analyze real estate development pro formas.
- Maintain effective liaison with other City departments and other agencies and deal successfully with the public and community groups.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Effectively supervise and direct the work of staff.
- Prepare complex reports and analyses; prepare clear, concise, and complete written reports.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned division- and department-level operations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Using a personal computer and its associated applications, including Word, Excel and PowerPoint.

Experience and Training

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

Experience: Five years of progressively more responsible experience in economic development and housing program development and implementation, with at least two years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university with major coursework in planning, public administration, economics, or a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical office setting with some exposure to the field and outdoors.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	June 2002
Revised Date:	June 2003, October 2014, April 2017
Former Titles:	CDBG Coordinator, Manager of Housing and Community Development
Abolished:	CDBG Coordinator abolished July 1997; Manager of Housing and Community Development abolished June 2002; Manager of Housing and Redevelopment abolished in October 2014; Economic Development and Housing Manager abolished in April 2017.
Bargaining Unit:	Mid-management
ADA Review:	1994/95
DOT:	No
Physical:	Class 3
Status:	Classified/exempt
EEOC Category:	EF9\EJ2
Job Code:	M145

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SME
5. SME
6. SME
7. SME
8. SME
9. SDE
10. SME
11. SME
12. SME
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14. SDE
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