

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

DEVELOPMENT PROJECT COORDINATOR

Civil Service Status: Open Competitive
Probationary Period: One Year
Classification Series: Community Development
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 6-1-09
Resolution No.: 2009-63

*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 supervision by the Housing and Community Manager, this position performs a variety of complex assignments related to development, acquisition of property and relocation activities and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Collects, analyzes and interprets planning and zoning regulations;
- Interprets and applies federal, state and local laws governing land uses, zoning and redevelopment activities;
- Answers inquiries of the public;
- Coordinates property acquisition and escrows;
- Coordinates relocation activities;
- Implements Redevelopment Agency projects in a timely and effective manner;
- Implements City-sponsored programs for economic development and business assistance;
- Ensures that all bureau programs are administered in strict compliance with applicable federal, state, and local laws, regulations and policies;
- Ensures proper use of financial resources through management control of approved agency budget;
- Prepares news releases and public information programs;
- Administers programs for the lease and/or development of agency-owned properties;
- Prepares support data for eminent domain court cases;
- Establishes programs to maximize private capital investment of redevelopment projects;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Principles and practices of administration as applied to the development and revitalization of a city and the economy of a local community;
- Methods and redevelopment program techniques employed in grant administration;

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(Continued)

- Financing methods and techniques applicable to public and private construction;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application, including graphic and presentation programs;

Ability to:

- Organize, direct and coordinate the activities of a broad and varied physical and economic development programs;
- Accept responsibility and to schedule and program work on a long-term basis;
- Deal courteously and tactfully with the public;
- Establish and maintain smooth and effective working relationships and resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, plan, assign, prioritize schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

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Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree with a major in Planning, Architecture, Public Administration, Business Administration, Economics, Sociology, or a closely related field from an accredited college or university.

Experience:

One (1) years of project development experience, public relations, urban planning, redevelopment, and real estate.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.