



Department:	Development Services
Bargaining Unit:	Executive Management
Salary Range:	X-39
Last Revision:	March 2013

PROGRAM MANAGER

DEFINITION

Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Successor Agency including the City's housing programs, feasibility studies, land and development negotiations for commercial and housing projects, contract administration, coordination of Economic Development activities, grant application and monitoring, managing capital improvement projects, and managing special projects; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Development Services Director.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Successor Agency services and activities including housing programs, feasibility studies, land and development negotiations for commercial and housing projects, contract administration, coordination of Economic Development activities, grant application and monitoring, managing capital improvement projects, and managing special projects; ensure compliance with applicable laws, codes, rules, and regulations.

Manage the development and implementation of Successor Agency and City of Hollister goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Successor Agency to other City departments, elected officials and outside agencies; explain and interpret Successor Agency policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, direct, and coordinate the Successor Agency's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Successor Agency and Housing Fund budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Successor Agency activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the Development Services Director, City Council and Successor Agency Board; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Confer with and advise members of business community and the general public regarding City programs, policies, procedures, and standards; work with developers, contractors, and other agencies in the development of commercial projects to enhance economic base and of housing projects to provide affordable housing.

Research, analyze, and interpret fiscal, economic, and business development data and trends; prepare written staff reports, financial statements, and agenda items regarding various issues and activities.

Prepare grant funding applications for City projects and programs; participate in implementing, monitoring, and reporting grant funding activities according to applicable grant regulations.

Oversee and manage Economic Development programs.

Prepare requests for proposals for professional services; develop specifications, evaluate proposals, recommend consultant selections, and monitor and administer contracts for contract and consultant services.

Negotiate on behalf of the Successor Agency for the disposition of former redevelopment property; develop and coordinate Agency housing production programs.

Develop, coordinate, and facilitate informational seminars for business community members regarding City services and programs.

Prepare and disseminate press releases and public notices related to Successor Agency activities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of Successor Agency requirements.

Respond to and resolve difficult and sensitive inquires and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of the City's Successor Agency and Housing Program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Advanced principles and practices of municipal budget preparation and administration.

Principles, practices, and procedures of land development.

Principles and techniques of economic development.

Principles and practices of grant writing.

Recent developments, current literature, sources of information, and research techniques related to urban redevelopment.

Principles of site planning, and land use.

Principles of supervision, training, and performance evaluation.

Principles and practices of data collection and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient housing development services.

Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Develop comprehensive reports, findings, and recommendations.

Evaluate and assess the impact of legislation on former redevelopment and development issues and activities.

Negotiate the terms and conditions of sales of redevelopment property effectively.

Perform responsible and difficult professional work involving the use of independent judgment and personal initiative.

Research, collect, compile, and analyze technical and statistical information and data and prepare reports.

Identify and respond to community, City Manager, Development Services Director, and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Ability to:

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to 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 (5) years of responsible professional planning and former redevelopment agency experience including three (3) years of administrative and supervisory experience.

Training:

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

License or Certificate:

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

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; some exposure to outdoors; ability to travel to different sites and locations.

Effective Date: March 2013