

Title changed to Senior Project Manager
(July 2002)

CITY OF ONTARIO

CLASS CODE 2337 GROUP 3
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL _____
EFFECTIVE DATE _____
SUPERSEDES N. A.

PROJECT MANAGER II (HOUSING)

DEFINITION

Under general direction, negotiates, plans, develops, organizes and manages complex affordable housing, redevelopment, and new development projects and programs throughout the city, including the following aspects: housing rehabilitation programs, developer and building owner contract preparation, housing conservation, code enforcement and loan/grant programs, negotiation and supervision of work performed; marketing activities; direction, coordination, monitoring and evaluation of the planning and execution of all activities of assigned complex development projects and program areas. Supervises subordinate program staff. Work is reviewed through conference and analysis of reports for results obtained.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in negotiating complex housing projects; designs and implements comprehensive housing programs; sets goals and objectives and prepares budget requirements for assigned project and program areas; supervises, coordinates and participates in the management of assigned housing projects and programs; assigns, supervises and reviews the work of subordinate staff and contractors assigned to projects; establishes and maintains communications with organizations, private business firms, developers, brokers, public agencies, building owners and the general public to promote and facilitate planning and execution of programs and activities within project or target area(s); makes public presentations to legislative bodies, other public agencies, community groups, development associations, potential investors, regarding the housing and conservation programs citywide; identifies properties and neighborhoods for redevelopment and housing programs; negotiates and administers contracts between the city and consultants; prepares contracts and other related documents between the city and building owners ensuring compliance review of such documents; supervises or conducts special studies and analyses and prepares comprehensive reports on all aspects of assigned projects and programs; supervises complex annual and multi-year project and program budgets; monitors long-term and short-term project and program cash flow analyses; assists in housing revenue bonds, tax credits and other means of project financing; develops and evaluates Requests for Qualifications and Requests for Proposals; encourages the redevelopment of specific complex project areas working with and through developers; reviews and updates project area plans; supervises project area formation; ensures that statutory reports are completed and filed in accordance with law; supervises staff and conducts performance evaluations.

(continued)

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from an accredited four-year college or university and five (5) years of progressively responsible administrative or analytical experience in urban planning, real estate development, redevelopment, architecture or related field including at least two (2) years in the management and/or development of housing and/or redevelopment projects (additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis).

Knowledge: thorough knowledge of affordable housing programs, redevelopment tax increment funding, direct loan, tax credits and other means of housing project funding; knowledge of California redevelopment law and applicable sections of federal, state and local laws and codes; conservation and code enforcement administrative techniques, theory, principles and practices of governmental land use planning; municipal organization, operation, policies and objectives; current trends in federal, state and local redevelopment funding; principles and practices of organization, administration, budget and personnel management; economics of real estate development; principles of redevelopment tax increment financing;

Ability to: plan, develop, manage and promote complex housing conservation, development and affordability programs of the highest quality; present ideas and concepts effectively and persuasively in speaking before groups and to communicate effectively in written reports and correspondence; interpret, apply and explain laws, codes, policies and procedures; analyze situations accurately and adopt effective courses of action; supervise and evaluate the work of other employees; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Master's degree in a related field, valid CA Class C driver's license.

Title changed to Senior Project Manager
(July 2002)

CITY OF ONTARIO

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|--------------------|--------------------|-------|--------|
| CLASS CODE | 2313 | GROUP | 3 |
| DEPARTMENT REVIEW | <i>2/10</i> | DATE | 3/1/94 |
| PERSONNEL APPROVAL | <i>[Signature]</i> | | |
| EFFECTIVE DATE | | | 3-7-94 |
| SUPERSEDES | 7/1/91 | | |

PROJECT MANAGER II (REDEVELOPMENT)

DEFINITION

Under general administrative direction, negotiates, plans, develops, organizes and manages complex affordable housing, redevelopment, and new development projects and programs throughout the city, including the following aspects: developer contract preparation, negotiation and supervision of work performed; marketing activities; direction, coordination, monitoring and evaluation of the planning and execution of all activities of assigned complex development projects and program areas. Supervises subordinate program staff. Work is reviewed through conference and analysis of reports for results obtained.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists in negotiating complex redevelopment and/or housing projects; sets goals and objectives and prepares budget requirements for assigned project and program areas; supervises, coordinates and participates in the management of assigned housing and/or redevelopment projects; assigns, supervises and reviews the work of subordinate staff and contractors assigned to projects; establishes and maintains communications with organizations, private business firms, developers, brokers, public agencies, property owners and the general public to promote and facilitate planning and execution of programs and activities within a project area(s); makes public presentations to legislative bodies, other public agencies, community groups, development associations, potential investors, regarding the redevelopment process or citywide activities; identifies and markets sites for redevelopment and housing redevelopment; negotiates and administers contracts between Agency and consultants; prepares contracts and other related documents between Agency and developers ensuring compliance review of such documents; supervises or conducts special studies and analyses and prepares comprehensive reports on all aspects of assigned projects and programs; supervises complex annual and multi-year redevelopment project budgets; monitors long-term and short-term project cash flow analyses; assists in redevelopment tax allocation bond funding, housing revenue bonds, tax credits and other means of project financing; develops and evaluates Requests for Qualifications and Requests for Proposals; encourages the redevelopment of specific complex project areas working with and through developers; reviews and updates project area plans; supervises project area formation; ensures that statutory reports are completed and filed in accordance with law; supervises staff and conducts performance evaluations.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

Title: Project Manager II (Redevelopment)

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Class Code: 2313

Effective Date: 3-7-94

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Graduation from an accredited four-year college or university and five (5) years of progressively responsible administrative or analytical experience in urban planning, real estate development, redevelopment, architecture or related field including at least two (2) years in the management and/or development of housing and/or redevelopment projects (additional experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis).

Knowledges: thorough knowledge of redevelopment tax allocation bond funding, tax credits and other means of housing project funding; knowledge of California redevelopment law and applicable sections of federal, state and local laws and codes; theory, principles and practices of governmental land use planning; municipal organization, operation, policies and objectives; current trends in federal, state and local redevelopment funding; principles and practices of organization, administration, budget and personnel management; economics of real estate development; principles of redevelopment tax increment financing;

Ability to: plan, develop, manage and promote complex redevelopment programs of the highest quality; present ideas and concepts effectively and persuasively in speaking before groups and to communicate effectively in written reports and correspondence; interpret, apply and explain laws, codes, policies and procedures; analyze situations accurately and adopt effective courses of action; supervise and evaluate the work of other employees; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Master's degree in a related field; valid California driver's license.