

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Administrator - Redevelopment	Department:	Redevelopment
Requisition Number:	2025160		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$89,000.00 - \$100,799.00 Annually
Date Posted Up:	2/27/2025	Date Posted Down:	Until Filled
Time Up:	3:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Deputy Director of Redevelopment, the incumbent manages projects and personnel of the department of Redevelopment and assists with the implementation of the department's goals and development strategies. The CD Administrator - Redevelopment position is one that is highly visible and on the front-line working with the general public, private business, local, state, and federal government representatives and elected officials. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Directs and manages designated staff of the department of Redevelopment;
- Works in cooperation with the Fort Wayne Redevelopment Commission and Deputy Director of Redevelopment to develop departmental goals, work programs, and development strategies;
- Oversees development and management of existing and new Urban Renewal Areas, Economic Development Areas and Allocation Areas;
- Works closely with Redevelopment Commission and City administration in planning, developing, financing, implementing and managing capital projects;
- Serves as project manager for real estate purchases and renovations, acquisitions, site preparation, project management, construction management, and financial management;
- Develops, coordinates and manages redevelopment and new development projects by the public and private sector;;Identifies opportunities for development/redevelopment projects and builds/maintains relationships with industry professionals;
- Represents the Redevelopment Department before the Redevelopment Commission, City Council, civic and business groups and other parties as required;
- Provides direction on strategic use of technology within the department and for the Commission, including implementation of project management software;
- Serves as project manager during the planning and construction phase of both capital projects and public-private partnership projects for the Redevelopment Department and, as requested for Community Development;
- Serves on project teams led by other departments within the City to represent redevelopment interests or to provide specific skill sets;
- Organizes and leads meetings with departments outside of the division or of an interdepartmental nature to provide redevelopment project updates;
- Performs financial management of complex, multi-source capital projects, public-private partnerships and departmental budgets;

- Assists with and completes other duties performed by CD Manager VI – Redevelopment and CD Specialist IV – Redevelopment TIF Property Management.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Manages and or supervises employees in the department of Redevelopment. Is responsible for the overall direction, coordination, and evaluation of this unit. The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent recommends disciplinary action as necessary and approves leave requests.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Masters degree (M.A.) or equivalent; or five (5) to ten (10) years increasingly responsible experience in Urban Planning, Public Administration or a related field; or equivalent combination of education and experience;
- Project Management Institute (PMI) certification desired, but not required;

OTHER SKILLS AND ABILITIES

- Communicates effectively both orally and in writing;
- Full range of generally accepted and commonly used principles, practices and objectives of urban planning, real estate development and governmental processes;
- Ability to collect, interpret and analyze data using spatial, predictive statistical analytics tools and methods;
- Demonstrated experience with financial packaging and analysis, including knowledge and experience with incorporating federal, state and local grants, loans, taxes, and all forms of public revenue with private resources;
- Mastery of field of urban redevelopment and understanding of state and municipal legislation relating to redevelopment and economic development;
- Ability to develop new techniques and methods related to redevelopment and economic development;
- Ability to express oneself clearly and concisely, orally and in writing, to write reports and grant applications, draft plans, give speeches, direct staff and maintain coordination within the department;
- Ability to understand and apply federal, state and local regulations relating to redevelopment and economic development;
- Ability to establish and maintain effective working relationships with staff, civic and business groups, City Administration, City Council, media and the general public;

- Ability to research, develop and write specific plans and reports dealing with redevelopment and economic development issues;
- Ability to manage effectively at the same time several complicated multimillion dollar projects.

LANGUAGE SKILLS

The incumbent must have the ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. The incumbent must be able to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. The incumbent must have the ability to effectively present information to top management, public groups, and/or boards of directors.

Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve non-routine cooperative problem solving, often requiring discussion and persuasion to gain concurrence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

The work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain and requiring individual diagnosis and treatment. Incumbent must supervise and administer the City's redevelopment and economic development programs and must use considerable judgment to bring forth innovative ideas following guidelines that are often obscure. Individual diagnosis is necessary to find solutions to complex problems involving the present and future needs of the community.

The purpose and desired results are indicated. Unusual problems and/or proposed deviations from guidelines or practice are discussed at the discretion of the employee. Work is reviewed for soundness of judgment and conclusions, general technical adequacy, and conformance with practice and policy. The incumbent makes major contributions involving authoritative application of policy and practice to especially complex and/or important matters.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Indiana driver's license if City vehicle is used;
- Project Management Institute (PMI) certification desired, but not required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.