

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Manager VI – Redevelopment	Department:	Redevelopment
Requisition Number:	2018090		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$64,424.40 - \$72,500.00 Annually
Date Posted Up:	2/26/18	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Deputy Director - Redevelopment, incumbent facilitates and coordinates Redevelopment project planning, development and implementation activities. This position is one that is highly visible and on the front-line working with the general public, private business, and local, state, and federal government representatives. 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.

- Monitors Urban Renewal Areas/Allocation Areas to assess needs and to identify potential projects that are necessary or desired to sustain existing businesses/properties and to attract/encourage additional private sector investment in these areas;
- Assists with management and/or monitoring of redevelopment construction projects;
- Participates in the selection of and monitors the activities and performance of consultants and administers consulting contracts regarding redevelopment projects;
- Procures professional services and contractor services for assigned projects and provides advice and assistance to other departmental staff on these same matters for their assigned projects;
- Prepares bids and contract documents and administers and closes out contracts for all assigned projects;
- Attends parking meetings and monitors downtown parking management progress;
- Communicates and participates with other departmental staff, other governmental agencies and community-based and private organizations concerning assigned projects and programs;
- Advises the Redevelopment Commission and the Redevelopment Director concerning assigned projects and programs;
- Serves on project teams let by other departments within the division to represent redevelopment interests or to provide specific skill sets;
- Works closely with City, public and private groups, and organizations regarding projects. Provides technical assistance as necessary;
- Attends meetings of departments outside of the division or of an interdepartmental nature to provide redevelopment project updates;
- Seeks out expertise and collaborates with other City departments to improve upon planned redevelopment projects;
- Prepares, assists with, or manages the preparation of project plan drawings and associated promotional graphics;
- Interfaces with Redevelopment real estate consultants on land acquisition, land sales, or commercial attraction activities;

- Prepares Requests for Proposals, Public Offerings and all other documents associated with property acquisition and disposition;
- Serves on boards and committees as directed;
- Oversees management of Redevelopment owned properties including land and buildings/ structures;
- Oversees management of all City of Fort Wayne Redevelopment Commission parking facilities.

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

This job has no supervisory responsibilities.

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

- Bachelor's degree (B. A.) from four-year college or university with major course work in Urban/City Planning, Public/Business Administration, Marketing, or related field; plus a minimum of five (5) years of experience. Master's degree is desired, but not required;
- Closely related work experience at a level commensurate with this position may count toward the requirement for education; a minimum of two years experience will be required for each year of formal college level education. A successful applicant for this position may meet the post secondary education requirement completely with work experience; however, in these cases, experience must demonstrate the high level of skill required for this position;
- Experience in consultant/contractor management, real estate, leasing, retail recruitment, and working with public and private utilities;
- Experience working in both the private and public sector;
- Experience with Computer Aided Drafting and Design (CADD), Autocad, Vectorworks, or related software, desired;
- Experience with geographic information system software (GIS), Photoshop, In-Design, and Adobe Illustrator desired.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Broad knowledge of the principles and objectives redevelopment, including basic principles of real estate transactions, community building and design, urban planning, and applicable local, state and federal laws and regulations;
- Working knowledge of local government and its impact upon redevelopment in the public and private sectors;
- Ability to apply a full range of generally accepted and commonly used principles and theories of redevelopment;

- Ability to develop, interpret and implement various contract and land documents including construction management contracts, easement and access documents, development agreements and other related documents;
- Demonstrated knowledge of construction trades and the ability to read/interpret construction drawings;
- Ability to monitor financial accounts, coordinate administrative activities and perform contract management;
- Knowledge of government and its processes, especially redevelopment law and grand administration;
- Ability to apply a full range of generally accepted principles of redevelopment and economic development to develop projects and plans that fulfill the goals of the Redevelopment Commission;
- Ability to write and speak clearly and concisely to produce reports and make presentations;
- Ability to establish and maintain effective working relationships with staff members, government agencies, businesses and the general public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve cooperative problem-solving requiring discussion and persuasion to gain concurrence or cooperation.

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

Work is broad in scope and of great intricacy involving many complex and significant variables. Purpose and desired results are indication by the supervisor. Unusual problems or proposed deviations from guidelines are discussed at the discretion of the incumbent. Work is reviewed for soundness of judgment and conclusions, technical adequacy, and conformance with policy and procedure. Incumbent will be required to make substantial contributions involving non-routine decisions and recommendations based on the City's policies and procedures. Judgment is needed in adapting or in making significant compromises to fit unusual or complex situations. Considerable independence will be given in the development of plans and projects as necessary; however, questions or concerns regarding departmental objectives or goals may be discussed with supervisor.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver's License if City vehicle is used.

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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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. 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.