

URBAN DEVELOPMENT MANAGER

NATURE OF WORK

This is highly responsible professional, administrative and supervisory work directing and coordinating the activities of an Urban Development Division.

Work involves responsibility for planning, developing, directing, supervising and evaluating the programs, projects and services provided by Urban Development. Work involves developing and maintaining policies which are in strict compliance with current federal and state requirements. Work includes executing program policies and procedures and reviewing program effectiveness. Work also includes working with professional consultants, advisory bodies, property and business owners, community organizations, City officials, various governmental agencies and City departments. An employee in this class is expected to exercise considerable initiative and independent judgement within the framework of established guidelines and policies. Supervision is received from the Assistant Director of Urban Development and Director of Urban Development with work being reviewed in the form of reports, conferences, program effectiveness and conformance with prescribed federal, state and local laws. Supervision is exercised over a staff of professional, paraprofessional and clerical employees.

EXAMPLES OF WORK PERFORMED

Plans, directs, oversees and reviews the activities of assigned staff; directs the development and execution of work programs and services; evaluates results and supervises necessary modifications.

Prepares divisional budget and justification; approves purchases; and evaluates employee and staff performance.

Directs coordination of division activities; reallocates staffing resources to meet changes in project and program priorities and requirements.

Directs, prepares and implements major redevelopment and revitalization plans, projects and activities including mixed-use, commercial and residential redevelopment.

Designs, directs and implements job training services to meet the needs of the community and eligible participants.

Develops, administers and performs work assignments for title research, appraisal, negotiations, relocations, closings, etc. to meet departmental needs.

Establishes and maintains liaison with community and business groups and organizations and federal, state and municipal officials.

Monitors program goals and federal performance standards.

Coordinates committee and task force activities with community organizations and the general public.

Coordinates, supervises and evaluates the work of professional, paraprofessional and clerical employees.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of organization, management and public administration.

Thorough knowledge of appropriate federal, state and local laws and programs as they pertain to the programs, projects and services provided by Urban Development.

Thorough knowledge of local real estate practices and laws and relocation procedures.

Considerable knowledge of the principles of real estate law, eminent domain, preparation of legal instruments, etc.

Ability to plan, coordinate, direct, supervise and evaluate the work of professional, paraprofessional and clerical employees involved in the operation and management of Urban Development programs and projects.

Ability to translate basic policy decisions into technical concepts and operating results.

Ability to establish and maintain effective working relationships with community leaders, business representatives, public officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public administration, business administration, urban or community development, or related field; and completion of graduate studies with a master's degree in public or business administration, or city, regional or urban planning, or related field plus thorough administrative and supervisory experience. Specialized course work in real estate appraising and economics plus considerable experience in real estate.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration, urban or community planning, or related field; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Depending on assignment, may be required to be in possession of a valid Nebraska Real Estate Broker's License and Appraiser's License at the time of appointment.

Approved by: _____
Department Head

Personnel Director