

**City of San Rafael
Job Class Specification**

Job Title: Economic Development Coordinator

SUMMARY

Under direction performs a variety of detailed, specialized, professional work at the advanced journey level, for the Redevelopment and Economic Development Department involving housing, economic development, and/or commercial development. Work includes but is not limited to financial and economic analysis, negotiating real estate transactions, participating in financial arrangements for developments; and performs other duties related to the administration of Agency sponsored assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Develops agency projects relating to redevelopment, revitalization, business recruitment/retention, affordable housing, economic development and job creations.
- Administers economic development projects from conception, design, budget development, implementation, financial overview to final effectiveness evaluation.
- Provides liaison between developers and businesses in the evaluation of real estate developments, defining problems and analyzing proposals to insure financial feasibility and City benefit.
- Plans, schedules and coordinates real estate, marketing, site development, and business development programs, including developing marketing strategy, evaluating financing, preparing public information materials and coordinating escrow and conveyance.
- Negotiates development transactions consistent with Agency policies.
- Acquires and disposes of property on behalf of the Agency and the City.
- Resolves legal, financial, environmental and technical real estate issues involved in development projects.
- Encourages and facilitates development by communicating with citizens groups, individuals, and public and private organizations.
- Conducts field investigations of development sites.
- Collects, compiles, organizes, and analyzes data for use in Agency programs and development objectives.
- Prepares comprehensive reports, proposals, and studies related to development activities.
- Represents the Agency at a wide variety of community meetings related to Agency projects.
- Makes written and verbal presentations to Agency, Council, other Boards and Commissions, outside organizations and community meetings.
- Monitors legislation related to economic development and redevelopment and makes recommendations concerning policy and procedural improvements.
- Explains and interprets Federal, State, County and local laws to Agency and public.
- Develops contracts, retains and coordinates the work of engineers, appraisers, architects etc for Agency Projects.
- Analyzes and projects sources of Agency money for use in Agency budget development.
- Identifies and prepares applications for outside funding sources (grants).
- Performs related duties as required.

KNOWLEDGE OF:

CA Community Redevelopment Law; CA Government Code; CA Real Estate Law; Tax exempt bonds Federal Law and IRS regulations; CDBG/HOME regulations; CA Environmental Law (CEQA); San Rafael General Plan & Zoning Ordinance; Housing Finance Programs and Laws; Real Estate Finance; and PCs and related software

ABILITY TO:

- Operate PCs and related software and develop & maintain administrative databases.
- Explain complicated financing & legal issues to Agency & Public and Interpret real estate appraisals & pro formas & City zoning regulations.
- Develop & implement project plans and prepare & administer project budgets.
- Write reports & make presentations.
- Develop & manage consultant contracts.
- Coordinate multi-department teams to implement Agency projects.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Equivalent to Bachelors degree and five years experience in development, redevelopment, or real estate or real estate finance.

Valid drivers license**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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses a personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Economic Development Coordinator
Nash & Co
Palos Verdes, CA