

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Redevelopment Director	Job Code: 2115
Date: May 16, 2019	EEO Code: OA
FLSA Designation: Exempt	Civil Service: Covered (UC)

DEFINITION: This is administration work with responsibility to plan, organize, and direct all activities of the Provo City Redevelopment Agency.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Development Services Director and performs all work under very general administrative direction. This work is distinguished by its overall administrative responsibility for the efficient, effective, and lawful management of the Redevelopment Agency.

ESSENTIAL DUTIES: Oversee and direct all activities, programs, personnel, and strategies of the Redevelopment Agency; assess and develop plans to meet the redevelopment needs of the community including responsibility to plan, organize, seek, and implement a wide variety of urban development and redevelopment programs and grants; negotiate contracts for projects with developers, financial institutions, project participants, and various government entities; review and approve environmental reports pertaining to Federal grants; oversee all Agency real estate transactions including lending, buying, selling, and financing; function as project manager on large scale redevelopment projects including performing on-site inspections; resolve and give guidance on difficult issues and disputes; develop, implement, and review Agency policies, procedures, and standards; review effectiveness of current programs and recommend changes in direction as needed; provide long-term planning for the Agency.

Function as principal Redevelopment Agency staff representative to the Municipal Council, Redevelopment Agency Board, Provo City Administration, citizen advisory committees, taxing entities, Provo City departments, the public, and other government entities; direct preparation of Agency agenda items for various groups and meetings; promote Agency goals, mission, programs, and projects to a wide variety of groups; coordinate activities and projects with City departments and outside groups; coordinate activities between developers and program participants to address needs and identify solutions; conduct various meetings including the Redevelopment Agency Executive Committee meeting; may function as Treasurer of the Business Development Corporation of Provo; prepare and submit a timely Agency budget and monitor and approve purchase orders and expenditures; anticipate possible deficit areas and develop measures to handle the same; direct and participate in the preparation of complex grant applications, reports, and compliance documentation; ensure City compliance with all applicable requirements and deadlines; assist in auditing of all grant projects; administer tax increment financing in designated target areas; prepare various records, reports, and presentations.

Supervise, plan, and coordinate work of assigned staff including workload scheduling and coordinating workflow; ensure appropriate documentation of Agency activities; review various work records and reports from staff and ensure work is completed accurately, efficiently, and within deadlines; identify, evaluate, and resolve personnel concerns; conduct performance appraisals; make staffing decisions within the Agency including the hiring and firing of personnel;; perform other related duties as required.

MINIMUM REQUIREMENTS: Bachelor's degree in Public Administration, Finance, Business Administration, Urban Design, Planning, or job-related field and five (5) years of executive level experience, including at least two (2) years in urban development, economic development, or job-related field **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.

SELECTION FACTORS: ***Knowledge of:*** principles and practices of redevelopment, city planning, urban design, public and private finance, economic development, HUD grant programs and their administration; project management; local, State and Federal laws, codes, rules, and regulations governing the position, including tax increment financing, zoning, and real estate; principles and practices of municipal government; modern supervisory and management practices; basic English composition, spelling, and grammar; budget preparation and administrative process, including basic accounting terminology and procedures; program budgeting; operations, functions, and terminology common to the work. ***Skill in:*** dealing with stressful situations firmly, tactfully, and with respect for individual rights; gathering and analyzing data; preparing presentations for a variety of boards, commissions, groups, and Municipal Council; observing and remembering detail; preparing clear, concise, and informative reports and presentations on a wide variety of complex subjects; organizing assigned work and developing effective work methods; practicing trust-building behaviors. ***Ability to:*** conduct oneself ethically and continually demonstrate high moral character; plan, organize and direct major staff functions and operations; quickly and accurately perform work; stay current on economic development and redevelopment trends; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; maintain a high level of discipline and morale in the Agency; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of customer service.

TOOLS AND EQUIPMENT USED: Computer, basic office machines/equipment, motor vehicle, basic software programs and digital camera.

PHYSICAL DEMANDS: Requires sitting at a computer or desk for long time periods while maintaining concentrated attention to detail, walking on undeveloped or broken ground during site visits and inspections, travel, and working extended hours when necessary.

ENVIRONMENTAL FACTORS: Work location is primarily inside with occasional exposure to adverse weather conditions, and materials consistent with a construction site. Regular exposure to deadlines and stressful situations, including contact with individuals in emotionally charged situations



 Mayor/Chief Administrative Officer

5/16/19

 Date

***NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*