



## City of Irving Job Description

### Redevelopment Coordinator

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Housing & Redevelopment Division
<b>Job Code:</b>	E181	<b>Reports To (Job Title):</b>	Senior Housing & Redevelopment Manager

---

#### PURPOSE

To develop, implement, and execute incremental and catalytic economic development and revitalization programs in targeted areas of Irving. To determine development objectives, action plans, and other development related activities and to be responsible for program oversight and administration. To identify and secure grant-funding and shared partnerships for revitalization, historic preservation, and community development strategies that will positively transform targeted areas of Irving. To promote economic growth of targeted areas of Irving and its businesses. To facilitate and lead the implementation of development and redevelopment projects and/or functions from conception to completion; further, to perform highly responsible managerial work that includes assessing, estimating, developing, coordinating, managing, planning, and oversight of development and revitalization projects.

Additionally, to facilitate collaboration among businesses, municipal departments, and its public and private partners; partner with the departments and outside organizations to facilitate strategic planning and to develop and implement strategies for targeted redevelopment area. To develop and maintain strong working relationships with and facilitate a strong business network between area merchants, charitable organizations, chamber, and various municipal departments.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Manage administrative aspects of the redevelopment program including, but not limited to developing and maintaining program budget, purchasing, measuring the local economic climate, researching potential businesses, performing, and tracking reinvestment figures, administering grants & programs for improvement, etc.
- Coordinate and provide budget oversight to other departments on projects related to redevelopment initiatives (i.e., Heritage Crossing) and grant programs to monitor funding, City Council awards and program reimbursement.
- Work with local property owners and tenants to develop, organize and implement various programs designed for the revitalization of the area.
- Work with public and private sector organizations to facilitate improvements including reuse of existing building and underutilized space, place-making, wayfinding, district branding, beautification, landscaping, streetscaping, banners, public art, and infrastructure.
- Seek funding opportunities and partnerships with community organizations and businesses for City sponsored events or initiatives.

- Assist with the business retention, expansion, and recruitment, including providing information, expertise, and appropriate referrals to business owners, marketing opportunities to outside businesses, working with developers and business and property owners to enhance the quality of retail and commercial space.
- Monitor the work of and provide direction to professional and technical consultants, contractors as well as other City staff assigned to teams and projects.
- Facilitate research, analysis, and make recommendations of tasks related to development/redevelopment; provide input to capital improvement and public/private development projects associated with development and redevelopment.
- Develop and analyze feasibility and funding options for specific projects; determine and maintain project plans, scope of work, anticipated timelines, assessment of risks and opportunities and project allotment of available resources.
- Review legal agreements associated with development/redevelopment related projects for accuracy, completeness, and compliance with requirements.
- Participate in negotiations related to development and redevelopment projects with potential development partners, business owners, and developers of real properties.
- Draft agreements based on project parameters and balance document preparation needs with lead times required to ensure optimal efficiency and project demands; review information on companies and their officers and inputs relevant information into appropriate database.
- Develop and maintain on-going financial audits for analysis of contracts related to development projects, professional services agreements, Chapter 380 economic development incentives agreements, special event sponsorship agreements, real estate leases of city-owned residential and commercial properties, and monitors contracts for compliance of contract terms and reporting.
- Manage and coordinate administrative processes legally required for the creation of special development zones and associated boards, i.e., Public Improvement Districts (PID), Tax Increment Reinvestment Zones (TIRZ).
- Participate in Housing and Redevelopment team strategic planning, budgeting, establishing goals/objectives, policy and procedures and general department administration.
- Develop and review requests for bids, proposals, and qualifications and participates in interviews and recommendations of awards.
- Conduct outreach efforts for a diverse population including but not limited to local businesses, local institutions, and nonprofit groups, neighborhood advocacy groups, and local agencies
- Act as the City's representative and liaison on relevant topics, which includes responding to questions and comments from the public in a courteous and timely manner, collaborating with involved parties to reach resolutions on identified issues, speaking in public, and making public presentations.
- Recommend policies, standard operating procedures, requirements, and instructions that result in achievement of successful programs.
- Coordinate deliverables and tracking mechanisms with project stakeholders.
- Serve as a staff liaison to various committees, boards, and commissions as appropriate; Attend and participate in conferences, meetings, seminars, and workshops, presenting material as necessary.
- Coordinate and prepare agendas, documents, presentations, and exhibits for the Irving City Council Planning and Development Committee.
- Coordinate research and ensure the city's response to a high volume of open records requests related to economic development initiatives, projects and programs is timely and accurate; compile research and responses from outside consultants as well as from other departments.
- Manage budget and requisitions for supplies, equipment, furniture, etc. and oversee and coordinate travel/training, memberships, and licenses/certifications for Redevelopment Team.

## **OTHER DUTIES AND RESPONSIBILITIES**

- *As relates to property management*, provide budget management; maintain home warranties as necessary; create/process purchase orders and accounts payable; establish and monitor automatic monthly payments; review leases for compliance; process/monitor revenue received/invoiced, as well as available funding against actual activity for maintenance contracts.
- *As relates to property management*, facilitate site preparation (i.e., asbestos surveys and asbestos abatements; facilitate demolitions and code enforcement issues on city-owned residential and commercial properties); identify available funding.
- At times, may attend evening or weekend meetings.
- Perform related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-4 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position participates in developing, administering, and coordinating an approximately \$500,000 Economic Development Fund, as well as an approximate \$500,000 operations budget for the Redevelopment Section of the Housing and Redevelopment Division. Further, the position develops and maintains on-going financial audits for analysis of contracts related to Redevelopment initiatives, projects, programs, and contracts; and provides budget oversight and coordination of the Enhancement Incentive Programs with a combined annual budget of approximately \$300,000.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- A Master's in Public Administration, Public Policy, Business Administration, Urban Planning or another related field of study; *or*
- An equivalent qualification, such as a Bachelor's in a related field of study and two (2) years of additional experience.

### **EXPERIENCE**

- Two (2) years of relevant experience with one (1) year of project management experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, is required.

## **KNOWLEDGE OF**

- Downtown Revitalization: Concepts, issues, and practices involved in neighborhood and commercial revitalization from various points of merchants, public agencies, property owners, and community organizations.
- Economic Development: Trends, principles, tools, state laws, issues and techniques for successful redevelopment and revitalization; tools; retail, small business, and entrepreneurship best practices and project management processes.
- Urban Design: Principles, ordinances, and regulations; placemaking and tactical urbanism best practices and processes.
- Marketing and Event Planning: Promotional strategies, placemaking, marketing techniques
- Main Street Program development practices and principles.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques and production methods.
- Contract Management: Methods for administering and managing contracts, understanding the terms and conditions of contracts, and payment thereof.
- Economics: Principles and practices of the financial markets, banking and the analysis and reporting of economic data.
- Public Policy: Policies, operations, and processes at the local, state, and national levels, which especially includes Economic Development, Real Estate, and local government tax and finance.
- Applied and Advanced Math: Concepts such as fractions, percentages, ratios, and proportions; also, mathematical calculations including geometry, trigonometry, algebra, statistics, and calculus.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Planning: Sensing the environment and setting goals and objectives.
- Solution Appraisal: Observing and evaluating the outcomes of a problem solution to identify lessons.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Policy Development & Operational Assessment: Evaluating existing and potential processes for effectiveness and efficiency, analyzing and improving programs, and contributing to policy development.
- Project System Ability: Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Flexible Coordination: Adjusting actions in relation to those of others; adapting to changing work roles.

- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Technical Reasoning:** Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with several abstract and concrete variables.
- **Deductive Reasoning:** Applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- **Interactive Presentation:** Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- **Effective Supervision:** Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- **Project Management:** Formulating project plans that efficiently meet defined project goals.
- **Service Orientation:** Actively looking for ways to help people.
- **Training and Direction:** Effectively guiding and critiquing adult learners.
- **Budget Management:** Developing plans and budgets; comparing them against actual activity.
- **Judgment & Decision-Making:** Weighing the relative costs / benefits of a potential action.
- **Negotiation:** Bringing others together to reconcile differences.

## **GUIDANCE RECEIVED**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **CONTACTS**

Internally, this position will engage with City staff at all levels of the organization regarding complex material. As necessary, it may present to (members of) the Executive Team, or, as requested, the Council.

Externally, this position interacts occasionally with public and media contacts, clearly representing the total organization as a whole. With high frequency, outside contacts also include highly varied groups which may involve difficult interactions that require persuasion and negotiations.

## **EQUIPMENT AND PROPERTY**

This position utilizes standard office equipment, which will include a computer/laptop.

## **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.\*

The employee is constantly required to listen, see, sit, and talk. Frequently, s/he is required to balance, carry, drive a vehicle, grasp, lift up to 10 pounds, push or pull, and reach. Occasionally, s/he is required to kneel, stand, and walk. Rarely, s/he is required to climb, crawl, run, and stoop.

This position requires mobility for both office and field work within the redevelopment area. Must be physically capable of meeting with business and property owners at the places of business or property, and working outdoors to coordinate and/or host events; must be capable of working in an office environment performing administrative, technical, computer and various office tasks.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

Most work takes place in a typical office environment, in which the noise level is mostly low; however, site visits and off-site meetings will require some variation in work environment, exposure to allergens and different climates, as well as, moderate noise levels.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.