Bargaining Unit: 01 FLSA: Covered

Position Number: 6670

REDEVELOPMENT TECHNICIAN

DEFINITION

Under general direction of management staff, perform technical and administrative work in providing staff assistance for redevelopment and economic development activities; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level administrative and technical classification and is distinguished from all other technical and administrative classifications through its specialization in redevelopment projects and programs. Some duties are repetitive and completed on a schedule but most are assigned as needed. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for instruction matters that do not fit a clear pattern.

REPORTS TO

Development Manager and/or Development Coordinator

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Provides technical and administrative support for the Redevelopment Agency and Office of Economic Development including project processing functions and program implementation and administration necessary to achieve program objectives.

Plans, organizes and conducts analyses related to the implementation of a variety of redevelopment and economic development programs and projects. Performs research and/or data gathering activities and prepares comprehensive studies, proposals and marketing programs regarding redevelopment and economic development.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

Serves as staff liaison to Redevelopment Advisory Committee on redevelopment and attends various day and evening meetings.

Assists developers, architects, contractors, public agencies, and the public regarding project design within the Project Area (to the conceptual level only); assists in the preparation and maintenance of comprehensive and specific plans and special plans.

Prepares agendas, resolutions, staff reports, and works with assigned boards and commissions.

Responsible for property management, including tenant liaison, rents and deposits accounting, management of leasing documents, coordination of payment of possessory interest taxes and assessments, and supervision and coordination of maintenance for Agency-owned parcels.

Assists in budget preparation, analysis, evaluation and control; monitors department expenditures and purchasing activities.

Prepares conceptual advocacy plans and designs for presentation to the Redevelopment Advisory Committee.

Drafts long-range design policies and guidelines and applies the current decision-making process.

Participates in conducting surveys and studies by gathering, compiling, tabulating, and reporting data and relays information to appropriate decision-making bodies or individuals.

Takes photographs of projects and maintains a photo library.

Designs and publishes brochures, flyers, and invitations using a computer publisher.

Prepares presentation materials for events.

Conducts informal requests for proposal process for goods and services.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued)

Provides assistance and support to the functions and operations of the Office of Economic Development.

Staffs and serves as the liaison to downtown businesses and/or the Downtown Business Improvement District.

Staffs, supports, and provides assistance for tourism efforts of the City and the Conference and Visitor's Bureau.

Coordinates with appropriate City departments (e.g., Development Services) to insure design review application process; prepares and coordinates the reproduction, distribution and mailing of meeting announcements; attends meetings, prepares written and oral reports and studies for review by the Development Manager and presents to legislative and advisory bodies and other organizations as needed.

Reviews work done by others as it relates to specific local redevelopment plans and projects.

Coordinates and processes enforcement of DRB/DRC design decision through the City's Inspection Services Division, One Stop Planning Division, and the City Attorney's Office as appropriate.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eyehand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and outdoor environment; frequent contact with staff and the public. Incumbent may be required to attend periodic evening meetings. Incumbent is required to travel within and out of City to attend meetings.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, practices and methods of redevelopment processes, site planning, economics, urban design, architectural and land use relationships

English usage, spelling, grammar and punctuation

Business letter writing and basic report preparation

Business math

Accurate record keeping methods

Principles of project management and research methodology

Personal computer operating methods and equipment

Computer software applications

Photographic principles

Public relations and marketing techniques and procedures

Ability to:

Effectively implement and monitor redevelopment programs

Work effectively with the general public and on a one-on-one basis and give effective oral presentations to citizen groups, various committees and board, and the City Council on redevelopment

Interpret and apply complex laws, codes, regulations, legislation and guidelines Acquire a thorough knowledge of City and department policies, procedures, and regulations

Collect, analyze and present data

Meet critical deadlines

Make process improvement changes to streamline procedures

Make accurate arithmetic and statistical calculations

Exercise initiative and sound judgment in solving difficult and complex administrative and technical problems within established procedural guidelines

Organize, prioritize and follow up on work assignments

Prepare marketing programs

Maintain confidentiality regarding sensitive information

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

DESIRABLE QUALIFICATIONS (continued) Training and Experience (continued)

Associate of Arts degree from an accredited college or university with major course work in planning, architecture, business, or a related field, and two years professional experience involving the formulation of plans, redevelopment implementation and review of projects including design review.

Special Requirements:

Possession of a valid and current California driver's license, issued by the Department of Motor vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.

APPROVED ______ DATE: July 14, 2003
Chairperson, Personnel Board