

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: DEVELOPMENT PROJECT MANAGER (158)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Manager’s Office	Varies	Exempt

CLASS SUMMARY

The Development Project Manager is a management position in the unclassified service, responsible for the management and administration of development agreements and all lease related entitlements, permits, construction, and financial components. Responsibilities include negotiating complex and highly technical agreements and real property transactions, involving land use entitlements and zoning between the City, property owners, businesses, and other agencies. Performs other related duties assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Possession of a Bachelor’s degree from an accredited college or university with a major in Public or Business Administration, Planning, Economics, Finance, or a closely related field AND five (5) years of progressively responsible municipal administrative experience in community development, housing development, planning, real property, economic development, or finance. At least two years of management experience working with senior managers on significant development projects is required.

OR

Education equivalent to the completion of 60 semester units/90 quarter units from an accredited college or university, with a major in Public or Business Administration, Planning, Economics, Finance, or a closely related field AND six (6) years of progressively responsible municipal administrative experience in community development, housing development, planning, real property, economic development, or finance. At least two years of management experience working with senior managers on significant development projects is required.

Desirable Qualifications

A Master’s degree in Business Administration, Public Administration, Economics, Finance, Urban Studies, Planning or a closely related field is desirable.

LICENSES/CERTIFICATIONS

Possession of an appropriate, valid California driver's license is required at time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a management level classification responsible for negotiating with developers, land use attorneys, and financiers to facilitate and expedite economic development projects and real

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property land use, including but not limited to lease agreements for the City of Santa Clara, often involving complex, highly specialized or difficult real property acquisition; lease administration and permitting issues. The incumbent will: work under the administrative direction of Assistant City Manager, responsible for the oversight and coordination lease agreements involving the City of Santa Clara, have the lead role working with the senior managers to coordinate and expedite plan check and permit approvals including Director of Public Works, Director of Community Development, Director of Water and Sewer Utility, Director of Electric Utility, Director of Finance, City Attorney and other regional and state regulatory agencies.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under general direction:

- Negotiate complex and highly technical agreements and real property transactions, involving land use entitlements and zoning between the City, property owners, businesses and other agencies;
- Manage and administer development agreements and all lease related entitlements, permits, construction, and financial components;
- Develop and conduct economic studies, needs assessments and research analyses;
- Develop qualitative and quantitative measures to evaluate program/project financial status, customer satisfaction, contractor performance, and public relations;
- Represent the City Manager's Office in professional and community meetings; and
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Permitting of large complicated multiple phase developments
- Principles and practices of economic development and public policy;
- Negotiation techniques and strategies;
- Eminent domain proceedings and prevailing rental and lease charges;
- City government, particularly the processes and departments involved with handling real property transactions;
- Supervisory personnel practices and procedures;
- Public/Private sector approaches and techniques to stimulate and promote economic and real estate development activity;
- Team building practices;
- Office safety practices, procedures and standards;
- Problem solving and conflict resolution practices and techniques;

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- Project and workload planning;
- Financial techniques and procedures relating to real estate and economic development, and land financing; and
- Federal, State and local regulations dealing with economic and real estate development.

Ability to:

- Facilitate expedited plan review and permitting of development projects
- Establish and maintain positive and effective relationships with City employees including elected and senior officials and managers, general public, contractors and other governmental representatives;
- Effectively manage all City real estate development and economic development activities and functions;
- Negotiate difficult, highly technical and/or complicated transactions;
- Draw conclusions and project consequences of decisions and recommendations;
- Work effectively with developer, architects and engineers in a public-private partnership environment
- Work as team player and be willing to deliver excellent customer service to both internal and external City clients;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously;
- Exercise independent judgment and initiative with minimal supervision;
- Lead as part of a senior management team and work effectively to achieve common goals;
- Facilitate public meetings;
- Understand the big picture and develop project from concept to completion;
- Identify policy issues and work with staff to develop options and recommend solutions;
- Seek new solutions and ways of doing business in an improved and more effective way;
- Analyze economic, financial, sociologic and legal information;
- Review and analyze important detailed and highly complex technical real property acquisition records and reports;
- Prepare and present highly technical and complex written and oral reports to City Council, Citizens and City staff;
- Review development proposals for compliance;
- Prepare budgets, written reports, and spreadsheets;
- May acts as media spokesperson on real property matters; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

Skill in:

- Dealing effectively with property owners, tenants, attorneys, developers, real estate brokers and the general public; and
- Managing and coordinating staff.

SUPERVISION RECEIVED

Works under the general direction of the Assistant City Manager or other Manager as assigned.

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SUPERVISION EXERCISED

May supervise administrative support staff, technical and professional employees as assigned.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Created 05/2022