



**CITY OF SACRAMENTO**  
 Department of Human Resources  
 915 I Street, Historic City Hall  
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Senior Development Project Manager**

*An Equal Opportunity Employer*

**SALARY**

\$46.73 - \$61.31 Hourly    \$3,738.40 - \$4,904.80 Biweekly

**ISSUE DATE:** 10/19/21

**FINAL FILING DATE:** 11/16/21

**THE POSITION**

**The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment.**

**PERS retired annuitants or individuals currently receiving CalPERS Retirement Benefits are not eligible to apply.**

Under general direction, the Senior Development Project Manager manages all aspects of City economic, development, and/or special district activities and projects; assists economic, development, and/or special district customers and organizations; serves as primary source of information concerning projects; coordinates project financing needs; coordinates projects with City departments and outside agencies.

**DISTINGUISHING CHARACTERISTICS**

This advanced journey-level classification is populated with multiple incumbents. Employees perform the most difficult, advanced journey-level type of duties assigned to classes within this series, including providing direct supervision over assigned personnel. The Senior Development Project Manager is distinguished from the next lower classification of Development Project Manager in the degree of responsibility and complexity of work performed in that the former has full responsibility for the management of economic, development, and/or special district activities and projects, works with greater independence, and supervises lower level staff or project teams.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by higher level management staff. Incumbents may exercise direct or indirect supervision of lower level professional, technical, and clerical staff depending on the assignment and the department's needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reviews proposed project concept plans; addresses environmental, planning, and infrastructure issues related to proposed projects; facilitates processing of planning, building, and development reviews and approvals; monitors environmental mitigation monitoring plans.

- Serves as the primary source of information to assist development customers, business owners, and non-profit organizations in finding appropriate locations for proposed development, redevelopment, business development, and district formation projects.
- Markets properties for development; makes presentations and proposed funding commitments on projects to City Council, community groups, the media, private citizens, development and real estate communities, and others; attends a wide variety of marketing, networking and informative events related to projects and work responsibilities; responds orally and/or in writing to issues and concerns.
- Conducts project feasibility analysis of potential development, redevelopment, business development, and/or district formation projects or activities; develops policy analysis, policy reports, and other reports for City Council information or consideration.
- Reviews project proposals during conceptual, entitlement, building, and construction stages; establishes project goals, objectives, and priorities, identifies resource needs.
- Serves as the customer's central point of contact throughout the entire development review or improvement district formation process.
- Facilitates planning, building, and public improvement reviews and approvals; monitors conditions of approval; comments on plans during the construction process.
- Coordinates projects with other City departments; organizes and facilitates meetings with City department staff and/or outside agencies to address project-related impacts and requests for information or assistance; participates in selection of consultants and contractors; manages consultant and contractor contracts.
- Manages the formation, renewal, and administration of special districts.
- Applies local, state, and federal laws applicable to development and formation activities.
- Reviews and reports on applicable state and federal legislation; recommends modifications to City Code, as necessary, to react to changes in law; may prepare or assist in the preparation of grant applications for state and federal funds for economic development programs.
- Coordinates and actively participates in the formation of public and private development agreements, project financing agreements and deferrals, funding agreements, and interagency memorandum of understanding.
- Coordinates project financing needs with City departments and developers to determine best funding mechanisms; approves financing for construction of fee-funded infrastructure and facilities; develops annual revenue and expenditure budgets for special financing districts.
- Facilitates calculation of annual special tax and assessment levies and manages submission process to the County to ensure placement on property tax bills; monitors special tax and assessment revenues and coordinates disbursements to outside agencies.
- May supervise, train, and evaluate the work of lower-level professional, technical, and clerical staff assigned to support economic, development, and/or special district activities and projects.
- Provides exceptional customer service to those contacted in the course of work.

- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

## **QUALIFICATIONS**

### **Knowledge of:**

- Economic development principles, practices, and implementation, including community and business development, real estate development, redevelopment, international trade, and local government financial incentives for business and marketing.
- California redevelopment law; California Environmental Quality Act (CEQA); general nature of redevelopment plans; planning entitlement codes and processes; city zoning ordinance and entitlement processes; general nature of building codes.
- Urban studies; economic and social public policy implications of urban area problems.
- Current market trends in real estate development.
- Real estate development finance and financial analysis.
- California land use planning entitlement law and regulations.
- Public administration, public policy analysis, and economics.
- Principles of urban and regional design and planning.
- Principles and practices of marketing.
- Statistical analysis and project/problem resolution.
- Project management practices and techniques, and concepts of effective team-building.
- Planning and building principles, practices, and implementation, including community development and construction, redevelopment, building trade, and local government rules and regulations.
- California Land Use Planning, Zoning Laws and Regulations, California Mello-Roos Law and other district formation rules and regulations, uniform building code, city zoning ordinance, and building, construction, and entitlement processes.
- Community relations and outreach.
- Principles and practices for effective leadership and supervision.

### **Skill in:**

- Use of modern office equipment, including computers, computer applications, and software.
- Effective problem solving.
- Project and process management.
- Meeting facilitation.
- Work with multidisciplinary teams to provide excellent customer service.

**Ability to:**

- Exercise sound judgment in a politically sensitive environment.
- Coordinate and lead the work of subordinate personnel.
- Establish and maintain effective and collaborative working relationships with employees, department heads, developers, businesses, community associations, business districts, personnel from other jurisdictions, public officials, media, and general public.
- Communicate clearly and concisely, verbally and in writing; prepare and present clear and concise reports.
- Analyze situations, review complex data, and develop appropriate solutions.
- Relate positively to the public in a group setting or in a one-to-one situation.
- Present and explain complicated economic development issues to City Council and the public.
- Make sound decisions and meet critical deadlines.
- Analyze situations, review complex data, and develop solutions.
- Coordinate and lead work of a project team.
- Facilitate consensus and issue resolution.
- Establish and maintain effective and collaborative working relationships with internal and external team members, department heads, public officials, media, and general public.
- Exercise effective leadership.

**EXPERIENCE AND EDUCATION****Experience:**

Four (4) years of professional-level experience in project management, economic development, redevelopment, business development, private development, district formation, or a closely related field.

**-AND-**

**Education:**

Possession of a bachelor's degree from an accredited four-year college or university.

**Substitution:**

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**PROOF OF EDUCATION**

Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

### **SPECIAL QUALIFICATIONS**

#### **Driver License:**

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

## **THE SELECTION PROCEDURE**

**Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.**

**1. Application:** (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
  1. If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
  2. If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment.**

**2. Supplemental Questionnaire:** (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

**3. Screening Committee:** (Pass/Fail) - Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

**4. Interview Process:** Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

**5. Conditional Hire:** Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting; and provide proof of receiving a complete COVID-19 vaccination. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

**QUESTIONS:**

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to [employment@cityofsacramento.org](mailto:employment@cityofsacramento.org); or
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall  
Sacramento, CA 95814-2604

EXAM #001816-21-ED-1

SENIOR DEVELOPMENT PROJECT MANAGER

BA

### Senior Development Project Manager Supplemental Questionnaire

- \* 1. **APPLICATION:** I understand that the experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Screening Instructions: (<http://www.cityofsacramento.org/-/media/Corporate/Files/HR/Divisions/ECD/Application-Screening-Instructions.pdf?la=en>)
- Yes
- \* 2. **PROOF OF EDUCATION:** To qualify for this classification you may use education or experience as listed in the substitution option to provide required knowledge and abilities. I understand proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment** if I am using education to qualify for this position. Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.]
- Yes
- \* 3. **EDUCATION CONFIRMATION: If I am using education to qualify for this position, I attest I possess the following level of education:**
- Less than 30 semester or 45 quarter units from an accredited college or university
- 30 semester or 45 quarter units from an accredited college or university
- 60 semester or 90 quarter units from an accredited college or university
- Associates Degree
- 90 semester or 135 quarter units from an accredited college or university
- Bachelors Degree or higher
- Masters Degree
- Doctorate
- \* 4. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic

partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)

Yes  No

- \* 5. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)
  
- \* 6. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**  
 Yes
  
- \* 7. Describe your experience in structuring a specific economic development program, such as Workforce Development, an Industry Focused Program, Business or Development Incentive Program, etc. Please specify the type of information you evaluated and analyzed in structuring the economic development program. Was the program implemented and what were the outcomes?
  
- \* 8. Please describe the relationship between economic development programs/projects and adjacent neighborhoods/communities and how neighborhood/community input can be gained to inform projects/programs.
  
- \* 9. Describe your experience with financial underwriting and proforma analysis including the specific key elements required to evaluate and determine project feasibility and potential City assistance.
  
- \* 10. What do you consider the most productive methods, tools and practices for public agencies to retain and grow existing businesses in its community? Please explain why these methods, tools and practices are effective.

\* Required Question