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:
Development Project Manager

An Equal Opportunity Employer

**SALARY**

$43.53 - $57.12 Hourly  $3,482.63 - $4,569.51 Biweekly

**ISSUE DATE:** 03/03/23

**FINAL FILING DATE:** 03/31/23

**THE POSITION**

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

Under general supervision, the Development Project Manager performs professional-level research, analysis, planning, and implementation assignments in the areas of City economic, development, and/or special district activities and projects; assists in formulating and administering economic, development, and/or special district strategies; coordinates with customers, businesses, and government entities regarding development, redevelopment, business development, or district formation projects and activities; maintains liaison with developers, business associations, community/neighborhood organizations, City departments, and other public agencies regarding development projects and activities.

**DISTINGUISHING CHARACTERISTICS**

This journey-level classification is populated with multiple incumbents. Employees perform the full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no supervision. The Development Project Manager is distinguished from the next higher classification of Senior Development Project Manager in that the former performs support functions in the management of economic, development, and/or special district activities and projects.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is received from a Senior Development Project Manager or higher level management staff. This is a non-supervisory classification.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Compiles and analyzes data relating to the conditions of the City and surrounding community; conducts field research; prepares economic base studies, demographic profiles, and labor market analyses; prepares market feasibility studies and analyses; analyzes land use, property ownership, and business data; assists in preparing estimates of the public resources required to meet adopted development objectives.

- Reviews project proposals during conceptual, entitlement, building, and construction stages; assists developers resolve conditions of development; reviews development project
applications and plans; helps establish project goals, objectives, and priorities, and identifies resource needs.

- Serves as the customer's central point of contact throughout the entire development or district formation review process.

- Facilitates planning, building, and public improvement reviews and approvals; monitors conditions of approval; comments on plans during the construction process.

- Assists in coordination with developers, business associations, community/neighborhood organizations, City departments, and other public agencies related to development, redevelopment, business development, or district formation projects and activities; maintains liaison with developers, business associations, community/neighborhood organizations, City departments, and other public agencies regarding development projects and activities.

- Manages the formation, renewal, and administration of special districts.

- Applies local, state, and federal laws applicable to development and formation activities.

- Develops, recommends, and implements policies and procedures required for implementation of action plans.

- 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.

- Assists in development of incentives for the private sector to locate commercial and industrial businesses in the city.

- Prepares project budget and scope; coordinates district budgets with annual operating budgets of departments that receive funds; assists in selection of vendors; prepares and implements marketing plans.

- 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.

- Prepares reports and makes oral presentations to community groups, business and government committees, commissions, and City Council.

- Assists in preparing economic development strategies; implements economic development initiatives; assists in preparing grant applications for federal and state funds for economic development programs.

- 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 business development, real estate development, redevelopment, international trade, district formation, and local government financial incentives for business and marketing.

• Public and private programs and resources for economic development and business assistance.

• Concepts of effective team building.

• Economic and social public policy implications of urban area problems.

• Data analysis techniques.

• Economic development data sources.

• Analytical and research techniques to collect, compile, display, and interpret data.

• 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 redevelopment law; California Environmental Quality Act (CEQA); California Mello-Roos Act and other district formation rules and regulations; general nature of community plans, uniform building code, city zoning ordinance, and building, construction and entitlement processes.

• Community relations and outreach.

• Project management practices and techniques.

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.

• Communicate clearly and concisely, verbally and in writing.

• Relate positively to the public in a group setting or in a one-to-one situation.

• 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, community associations, business districts, and the general public.

• Exercise leadership.

EXPERIENCE AND EDUCATION

Experience:
One (1) year 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:
     ○ 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 full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).
     ○ 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.
- Proof of certification and/or license should be submitted online with your application. Proof of certification and/or license 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) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

4. Interview Process: Human Resources will forward 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:
- 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; or
- Call the Human Resources Department at (916) 808-5726

Development Project Manager Supplemental Questionnaire

* 1. **APPLICATION**: I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. 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 requiring a narrative response, 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 full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources

☐ 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 or will possess the following level of education by time of appointment if I am selected for this position.

☐ No units from an accredited college or university
☐ 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
☐ Masters Degree
☐ Doctorate

* Required Question