

JOB DESCRIPTION

Job Title	Redevelopment Specialist I		
Supervisor's Title	Executive Director		
Department	Redevelopment	Grade	N/A
FLSA Status	Exempt	Date Revised	February 5, 2018

POSITION PURPOSE	To assist DURA in evaluating, coordinating and monitoring redevelopment projects.
ESSENTIAL DUTIES	<ol style="list-style-type: none">1. Conduct financial, market and contractual research and analysis relating to urban renewal area projects.2. Evaluate new projects in terms of economic feasibility and plan design to determine the need for DURA involvement.3. Provide technical support to developers and developers' staff in implementation process for urban renewal projects. Includes research for development agreements, review of financial submittals and monitoring projects for contractual compliance.4. Act as liaison between DURA and city agencies, neighborhoods and community groups on specific redevelopment projects.5. Maintain agency manuals and project summary sheets on current and past projects and responds verbally and/or in writing to public requests for information regarding DURA's activities.6. Review draw request submissions for accuracy and all necessary documentation prior to submitting to the Executive Director for approval.7. Perform related work as assigned by the Executive Director.
OTHER DUTIES	<ol style="list-style-type: none">1. Write and present updates on projects at monthly Board meetings.2. Conduct sales tax research at project sites to ensure DURA receives appropriate funds from the city.

INCUMBENTS ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

JOB SPECIFICATIONS

KNOWLEDGE/SKILLS
AND EXPERIENCE

- Knowledge of accounting and finance principles.
- Real estate development, civic or governmental and planning knowledge required.
- Excellent communication and research skills with diverse populations and cultures.
- Financial analysis and problem-solving skills required.

Education – Bachelor’s degree, advanced degree may substitute for experience

Experience – 2+ years in a related field

Software Utilized – MS Word, Excel, PowerPoint

SUPERVISORY
RESPONSIBILITY

- None

WORKING
CONDITIONS

- Office
- Makes occasional visits to redevelopment sites
- Use of personal vehicle required

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.