

## *JOB DESCRIPTION*

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Job Title	Senior Redevelopment Specialist		
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"><li>1. Coordinate with Executive Director to conduct financial, market and contractual research and analysis relating to existing and proposed urban renewal projects.</li><li>2. Evaluate new projects in terms of economic feasibility and plan design to determine the need for DURA involvement. Work with Executive Director to coordinate urban renewal project evaluation.</li><li>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, preparation of urban renewal plans and other agreements, and monitoring projects for contractual compliance. Work with Executive Director to coordinate implementation of urban renewal projects.</li><li>4. Act as liaison between DURA and developers, city agencies, neighborhoods and community groups on specific redevelopment projects.</li><li>5. Coordinate and maintain agency manuals and project summary sheets on current and past projects and respond verbally and/or in writing to public requests for information regarding DURA's activities.</li><li>6. Review draw request submissions for accuracy and all necessary documentation prior to submitting to the Executive Director for approval.</li><li>7. Perform related work as assigned by the Executive Director.</li></ol>
OTHER DUTIES	<ol style="list-style-type: none"><li>1. Write and present updates on projects at monthly Board meetings.</li><li>2. Conduct sales tax research at project sites to ensure DURA receives appropriate funds from the city.</li></ol>

**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

Experience – 5 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.