



## CITY OF BANNING, CALIFORNIA

### Economic/Redevelopment Project Coordinator

Job Code: 3101

FLSA      ☐ Exempt      ☒ Non-Exempt

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**JOB DEFINITION:** Under general supervision coordinate and perform the activities of specified redevelopment plans, projects and housing programs pursuant to the City's Redevelopment Implementation Plan and do related work as required, including staff support services to the CRA Executive Director or Redevelopment Director.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Coordinates the organization and implementation of routine redevelopment activities within a redevelopment project area. Coordinates field work conducted by staff members and outside consultants, including data collection for surveys, acquisition of property, relocation, environmental remediation and property management and related project tasks; provides materials and data in response to inquiries and requests in support of the City's business retention and expansion efforts. Establishes and maintains positive communication with citizen groups, public officials, consultants, and professional staff in order to present positive marketing image of the City. Prepares draft redevelopment plans and disposition and development agreements from templates. Assemble reports including maps, presentation graphics, and environmental documents, including staff reports, meeting agendas and minutes. Assist in the review of development proposals submitted by developers or referred by the Community Development Department and respond to inquiries regarding requirements. Coordinates agreements negotiated between developers, realtors and the CRA. Administers housing and business incentive programs. Monitors contracts dealing with housing and economic development functions; studies, analyzes and adapts methods of code enforcement to the maintenance of residential housing stock and commercial district sufficient to attract and retain business. Researches, prepares, and monitors grant applications and other alternative funding opportunities to/from government agencies, foundations and businesses. As experience and skill are gained, along with knowledge of California redevelopment law, it is expected that incumbents will be able to perform some of the more complex redevelopment activities.

Performs other duties as assigned or required, including processing approved invoicing for payment and ordering department supplies, gathering annual budget information and tracking line item expenditures.

### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of research methods and procedures, including management of database.
- Knowledge of zoning and building codes and engineering practices.
- Skill in reading, understanding, interpreting and applying relevant rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands and working with deadlines.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

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**MINIMUM QUALIFICATIONS:** Any combination of education and/or experience that has provided the knowledge and skills necessary for acceptable job performance as determined by the City. This position requires a detail oriented individual with the flexibility to respond to projects as needed with moderate direction.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license. May be required to work outside of normal business hours.