

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Deputy Director – Redevelopment</b>	Department:	Community Development
Requisition Number:	2020206		
Hours:	8:00 a.m. – 5:00 p.m. (may vary)	Rate of Pay:	\$85,000.00 - \$99,000.00 annually
Date Posted Up:	9/17/2020	Date Posted Down:	Until Filled.
Time Up:	10:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Fort Wayne Redevelopment Commission and the Division Director of Community Development, the incumbent manages the Department of Redevelopment activity, implements the Department’s goals and development strategies and staff to the Fort Wayne Redevelopment Commission. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Provides leadership to the Division’s and Redevelopment Commission’s economic development and redevelopment strategies and initiatives;
- Directs and manages staff of the Department of Redevelopment;
- Serves as the Executive Director of Fort Wayne Redevelopment Commission implementing Director of the Division of Community Development to develop departmental goals, budgets, work program, and development strategies;
- Evaluates and recommends City Administration in developing, financing, implementing and managing projects;
- Establishes Commission meetings, prepares agenda, resolutions, and development and presents other information as necessary for meetings;
- Negotiates complex development transactions and drafts contracts with developers on economic development projects involving private and public partnerships;
- Develops, implements, and monitors policies and procedures appropriate to the day-to-day operation of the Division's strategic economic development programs;
- Creates Urban Renewal Areas, Economic Development Areas and Allocation Areas when appropriate;
- Negotiates real estate purchases, completes real estate dispositions and orders necessary services such as appraisals and surveys;
- Represents the Redevelopment Commission and Division before City Council, civic and business groups, other City, State and Federal agencies, general public and other interested parties;
- Is responsible for the financial management of the Redevelopment Commission's bonds and budgets;
- Communicates effectively both orally and in writing.

**MARGINAL FUNCTIONS**

Performs other duties as required.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Manages employees in the Department of Redevelopment. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B.S.) or equivalent from an accredited college or university; Master's degree (M. A.) preferred; or four to ten years related experience and/or training; or equivalent combination of education and experience;
- Closely related work experience at a level commensurate with the position may count toward a maximum of two years of full-time college education. Under no circumstances will experience count for more than two years of college education;
- Demonstrated experience with innovative public-private partnerships;
- Demonstrated experience in the practice and application of the principles, practices and objectives of urban planning, real estate development and governmental processes;
- Demonstrated knowledge and understanding of federal, state and municipal legislation relating to redevelopment and economic development;
- Mastery of the field of Urban Planning, particularly redevelopment and economic development strategies.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **OTHER SKILLS AND ABILITIES**

- Ability to research, develop and write specific plans and reports dealing with redevelopment and economic development issues;

- Ability to manage effectively at the same time several complicated multimillion dollar projects;
- Ability to develop and maintain cooperative working relationships with staff, civic and business groups, Fort Wayne Redevelopment Commission, Director of the Division of Community Development, City Council, media and the general public.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Driver's License if City vehicle is used.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, sit, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.