

# COUNTY OF MONTEREY

## Invites your interest for the position of **REDEVELOPMENT ANALYST III**

Payroll Title: Redevelopment and Housing Project Analyst III



### THE POSITION AND THE DEPARTMENT

The Redevelopment (RDA) Analyst III will work under the Redevelopment Program Manager in the Redevelopment and Housing Office (RHO). This position is primarily focused on evaluating and implementing real estate and development opportunities to further the goals of the County's Redevelopment Agency. The County currently has three Project Areas: Castroville/Pajaro, Boronda and Fort Ord. Castroville, Pajaro and Boronda are established communities that face numerous challenges that contribute to blighted conditions. The Redevelopment Agency is also responsible for several vacant development areas on the former Fort Ord. Activities that are being undertaken in the Project Areas include conceptualizing and implementing various development and infrastructure projects.

The RDA Analyst III will be responsible for assisting the Director and Program Manager in preparing project conceptual plans, evaluating financial performance, structuring and evaluating real estate transactions and development agreements, and preparing development-related documents. The successful candidate will possess excellent verbal and written communication skills combined with strong management skills. The RDA Analyst will work in an independent, self-directed manner with the ability to manage several programs/projects concurrently, on budget and on time.

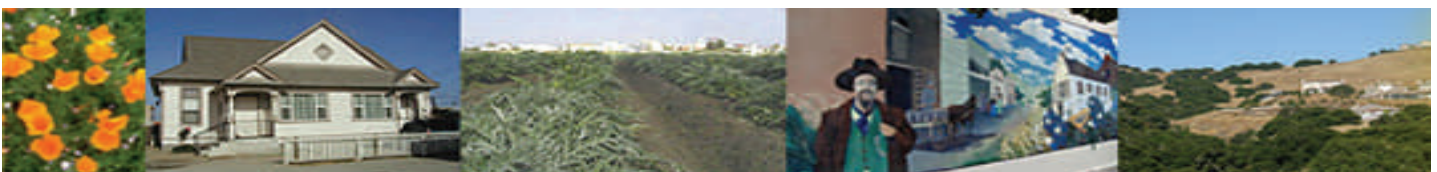
### PRIMARY DUTIES INCLUDE:

- Assist with developer selection, property acquisition and assembly, site preparation and entitlements, infrastructure planning, mitigation fee assessment, relocation, demolition, and disposition;
- Develop project financing approaches, development feasibility reports, draft development agreements, and disposition and development agreements for review with Director, Program Manager, and County Counsel;
- Actively participate on project teams made up of planning, engineering, environmental, and construction staff and consultants;
- Participate in the preparation of strategies and concepts for specific projects to be undertaken in the Project Areas;
- Perform background research and analysis and gather and assess market intelligence;
- Prepare and communicate complex policy, programs and project information;
- Prepare staff reports and make presentations at the Redevelopment Project Area Advisory Committees and Board of Supervisors on related actions;
- Prepare and maintain project budgets and participate with executive management staff on the annual office budget preparation process.

### MINIMUM QUALIFICATIONS:

- A minimum of three years of direct, professional experience in real estate transactions, development implementation, and local economic/business development in the public, private or non-profit sector;
- Demonstrated experience in preparing pro-formas, capital and operating budgets and economic projections;
- Experience and knowledge in developing and negotiating development deal structures;
- Direct experience and knowledge in preparing and evaluating financial feasibility analysis and financial tracking systems for development projects;
- Ability to work collaboratively with multi-agency and multi-disciplinary teams;
- Advanced skills in Excel, Word, and MS Project;
- Ability to conduct field visits and inspections;
- Knowledge of California Redevelopment Law and redevelopment agency administration and the role of redevelopment and economic development as a function of municipal government is highly desired.

**EDUCATION:** Course work equivalent to graduation from an accredited college or university with major course work in public or business administration, economics, planning or a closely related field. Consideration given to candidates possessing or working toward one or more professional certifications or degrees related to duties such as MBA or MPA. Relevant experience may replace some years of experience.



THE COUNTY OF MONTEREY IS AN EQUAL OPPORTUNITY EMPLOYER



REDEVELOPMENT ANALYST III  
EXAM.# 10/41f32/12MAA  
FINAL FILING DATE: January 21, 2011

## SUPPLEMENTAL QUESTIONS

### INSTRUCTIONS

You must complete and submit these Supplemental Questions with your completed application. Applications received without a response to the supplemental questions will not be considered. Invitations to participate further in the process will be based on an evaluation of your application, the responses to these questions, and your resume (optional). A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions.

Provide a thorough response to each of the following questions. Please number your responses and address each question separately.

1. Please describe the most complex redevelopment project or program that you managed. Include the dates, steps actions and components of the project or program and be specific about your role and level of responsibility.
2. Describe your experience in real estate financing and/or financial analysis for development projects.
3. Describe your experience in developing and implementing a strategy to revitalize low income, multi-ethnic neighborhoods.
4. Describe your experience in applying for and/or administering Federal/State grants. Include your grant experience in budget preparation, program development and performance management.

### APPLICATION SUBMITTAL & SELECTION PROCESSES

- The selection process schedule is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of a completed Monterey County Application and response to the Supplemental Questions.
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Resumes will not be accepted in lieu of required application materials.
- All application materials must be received in the RMA Human Resources Department by **January 21, 2011**.
- The required application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To assess applicants' possession of required qualifications, this process may include an oral examination, pre-exam exercise, performance exam, and/or written examination.

#### Applications may be obtained from and submitted to

Monterey County Resource Management Agency, Human Resources Division  
Attn: Margarita Arista, Associate Personnel Analyst  
168 W. Alisal Street, 2<sup>nd</sup> Floor  
Salinas, CA 93901  
Phone: (831) 755-5895 Fax: (831) 784-5603  
Our web site: [www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

**SPECIAL NOTES:** If you believe you possess any disability that would require test accommodation, please call (831) 755-5895. In accordance with the Immigration Reform and Control Act of 1986, continued employment of persons hired by Monterey County is contingent upon acceptable documentation verifying identify and authorization for employment in the United States. Final candidates will be required to successfully pass a pre-employment drug test as a condition of employment with Monterey County.



To view the "X" unit Benefit Summary please visit our website at  
[www.co.monterey.ca.us/personnel](http://www.co.monterey.ca.us/personnel)

THE COUNTY OF MONTEREY IS A DRUG-FREE WORKPLACE