



City of Irving Job Description

Comprehensive Planning & Redevelopment Manager

FLSA Status:	EXEMPT	Job Department:	Planning & Community Development
Job Code:	10061	Reports To (Job Title):	Planning Director

PURPOSE

This position has five primary goals: (1) Guide & direct land use, infrastructure improvements, development standards and marketing for the Heritage Crossing Redevelopment Initiative; (2) Serve as Architect/Project Manager for City-sponsored building projects and infrastructure improvements in support of the Heritage Crossing Redevelopment Initiative and Corridor Enhancement Programs; (3) Serve as Project Manager for the updating and implementation of the City’s Comprehensive Plan, which will guide the future growth and redevelopment of Irving; (4) Oversee the enhancement and stabilization of the City’s neighborhoods and housing to promote marketability, sustainability and growth in ad valorem tax revenues; and, (5) serve as administrator of Tax Increment Reinvestment Zone (TIRZ) #2, concentrated along Irving Boulevard, to promote property redevelopment, infrastructure replacement, and marketing, catalyzing new business investment along this corridor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve as Architect/Project Manager for City-sponsored downtown redevelopment projects, corridor and streetscape enhancement initiatives, including securing professional design services, construction bidding/award, and construction administration.
- Serve as Administrator of the City’s Chapter 380 Agreement incentive programs for property enhancement (Corridor Enhancement, Downtown Façade Enhancement, Downtown Sign Enhancement and Neighborhood Housing Incentive). This includes program promotion/outreach, application review/approval, contract preparation, site visits and closeout/payment.
- As Project Manager, lead the consulting team, multi-departmental steering committee, senior leadership team, council committee(s) and community/stakeholder input in the updating of the City’s Comprehensive Plan and long-term implementation process.
- Discuss & negotiate with proposed developers for Heritage Crossing to secure new development, which includes reviewing all proposals for conformity to the Heritage Crossing Vision and provision of city services.
- As an Architect, assist downtown commercial/retail building owners & lessees in conceptual design of their proposed property enhancements and work with their respective contractor(s) in finalizing the project design, selecting finishing materials and preliminary pricing.
- Serve as Project Manager of the multi-disciplinary team of an outside planning consultant, internal traffic/engineering team, and TxDOT in pre-design for the reconstruction of the Irving Boulevard and Second Street corridors through Downtown, which requires discussions with TxDOT regarding funding, design compatibility, roadway “give-back” provisions and securing of professional engineering services for final design.

- Serve as Administrator of TIRZ #2 (Irving Boulevard), including drafting of Project and Financing Plan, monitoring yearly tax revenue generation/project disbursements, yearly state reporting requirements, scheduling/coordinating board meetings, along with document preparation/recommendations for action items at board meetings.
- Organize and lead scheduled community input presentations on Heritage Crossing Initiative and regularly accept invitations to speak at various community/social groups to promote this redevelopment initiative, as well as others.
- Draft professional services RFPs and RFQs to secure needed planning, architectural, and construction services for projects in support of Heritage Crossing Initiative, including City Council approval and staff administration of the same.

OTHER DUTIES AND RESPONSIBILITIES

- None Reported

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 8-10 employees and/or consultants.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

Participates in the development, administration, monitoring, and coordination of a division budget totaling between \$350,000 & \$500,000 for recurring programs; perform contract administration for outside consultants and construction firms valued in the aggregate just below \$3 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Master's Degree in Architecture, Urban Planning, Public Administration or a related field.

EXPERIENCE

- Minimum five (5) years of experience in land use development, project financing, business marketing/recruitment and community consensus building.

CERTIFICATES, LICENSES, REGISTRATIONS

- Professional Architectural License or American Institute of Certified Planners (AICP) are *preferred*.

KNOWLEDGE OF

- Architectural, land planning, and engineering principles, practices, and regulations.
- Development codes, including zoning, building, fire, environmental, life safety, Environmental Protection Agency (EPA) and Americans with Disabilities Act (ADA).
- Building Plans: Techniques and principles involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Planning theory and principles, which includes transit-oriented development, downtown redevelopment, and government regulations covering the same.
- Green building initiatives and land use conservation/preservation strategies.
- Real estate principles & practices, including commercial financing practices & options, such as bonds and tax-increment financing.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction
- Management of Financial Resources: Methods for determining how money will be spent to complete work, and accounting for these expenditures, including reporting requirements.
- Contract Management: Regulations, principles and practices for developing specifications, bidding (construction) projects, drafting of development proposals such as RFPs and RFQs, contract award procedures, construction field administration, and approving invoices for payment.
- Records Management: Principles and processes in the preparation, filming, developing, storage, retrieval, and retention of City records.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

SKILLS AND ABILITIES IN

- Visioning: Articulating a vision, setting goals & developing strategies to reach those goals.
- Design Creativity: Applying original ideas and fresh perspectives to design. This includes drawing site plans and building elevations to illustrate possible (re-)development options for properties.
- Complex Problem-Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Graphic Design: Conveying complex concepts and ideas using CAD and other graphic design and industry software, methods, and best practices.
- Persuasion & Group Facilitation: Consensus building among diverse interest groups, which includes convincing others to approach issues differently.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Organizational Strategies: Tracking multiple variables by sorting, grouping & calendaring.
- Time Management: Managing time wisely to complete assignments on time.
- Agile Cooperation & Interpersonal Networking: Quickly forging and maintaining positive professional working relationships with others.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Interactive Presentation: Effectively and professionally presenting information to diverse groups (of various sizes) and responding to questions.

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Regular interaction with the City Council, neighborhood associations, Chambers of Commerce, the City Manager's Office, City Attorney's Office, department directors, and senior staff in establishing and implementing redevelopment programs across the city. Also, engages daily with developers, contractors, business owners, and residential homeowners through regular meetings (group and/or individually) to deliver city services and generate public support for city initiatives. Finally, the employee will have ongoing interaction with development staff of TxDOT, North Central Council of Government, multiple utility franchises, the DFW Airport, Irving ISD, and Dallas County to plan and coordinate funding of projects, as well as the delivery of city services.

EQUIPMENT AND PROPERTY

Laptop computer, printers/plotters, digital camera and cell phone.

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.*

Sitting, seeing, listening, standing, writing, typing, sketching/drawing, talking, walking, carrying, climbing, lifting, and driving a vehicle should be expected in this role.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The job involves a typical office environment, as well as visiting public assemblies and construction sites.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.