



## Development Manager

Full Time

Filing Deadline: **Friday, November 22, 2019 at 5:00pm**

Salary: \$66,600 - \$99,888 DOE

### The Position.

Under general direction of the Development Director, the Development Manager is responsible for mixed-use commercial and residential development projects from project concept through occupancy within CADA's redevelopment areas, which include the Capitol Area and the area commonly referred to as the "R Street Corridor." Specific duties include managing and coordinating the planning, design, and implementation of urban infill projects, and infrastructure and streetscape improvements, including but not limited to management of all aspects of project development, including:

- Budget preparation.
- Conducting project feasibility analyses; funding mechanisms for projects.
- Retail marketing and leasing.
- Infrastructure and streetscape improvements.
- Land acquisition and disposition, including appraisals and escrows.
- Environmental analyses.
- Funding mechanisms for projects.
- Oversight of consultants and consultant contract management.

### Qualifications.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Equivalent to a Bachelor's degree from an accredited college/university with major course work in Planning, Architecture, Landscape Architecture, Civil Engineering or Real Estate Finance or a related field. An advanced degree and/or state license is preferred in real estate, architecture, engineering or comparable field. Three years of increasing responsibility in administrative or technical experience at a lead, supervisory or management level in a planning agency, housing agency, or private residential/commercial real estate development company is preferred. Experience in affordable housing and development is highly desirable.

A summary of the knowledge desired for this position include:

- Principles/practices of land use, as well as the physical, social and economic concepts underlying planning functions and healthy neighborhood development in urban infill areas.
- Principles of economic development and financing tools; low- and moderate-income housing financing services, real estate financing and transactions. Ability to
- Prepare and analyze financial proformas to determine financial feasibility of proposed projects.
- Smart growth and transit-oriented development principles; infrastructure/streetscape improvements.
- Extensive knowledge of scope of work preparation, request for proposal preparation, proposal review and analysis, contract preparation and execution, etc.
- General knowledge of environmental remediation, environmental review (CEQA), architecture and urban design, and historic preservation/adaptive reuse. Soils and environmental site assessment issues, mitigation, etc. Federal, state and local environmental protection programs and available funding.

A summary of the abilities desired for this position include:



- Plan, organize and facilitate affordable housing and economic development projects and programs in a complex environment.
- Lead efforts related to infrastructure and streetscape improvements in assigned areas.
- Negotiate effectively with development, community and governmental interests to achieve mutually beneficial outcomes; identify/respond to sensitive community/organizational issues, concerns and needs.
- Analyze site constraints (site plans, architecture, urban design, circulation, land use compatibility, utilities and other urban services availability in relation to development proposals and ongoing property management).
- Read and interpret construction plans, plot plan specifications, surveys and sketches, blueprints, and make recommendations accordingly.
- Analyze project feasibility and prepare/review financial reports.
- Analyze detailed and complex information, draft, review and edit complex reports and documents, including Board actions and correspondence.
- Interpret and apply federal, state and local policies, laws and regulations.

A complete job description can be obtained from the Human Resources Department.

#### **About CADA.**

Created in 1978, CADA is a Joint Powers Authority between the State of California and the City of Sacramento. We are authorized to implement the plans and objectives of the Capitol Area Plan, a mixed-use plan for the management, development and disposition of state-owned property located directly south and east of the State Capitol and Capitol Park in the City of Sacramento. Legislation provides CADA the powers of a redevelopment agency for this area.

Our mission is to implement the residential and commercial components of the State's Capitol Area Plan. We contribute to the vibrancy and diversity of the Capitol Park Neighborhood by managing existing properties and developing residential and retail projects in public/private partnerships.

CADA has an annual operating budget of approximately \$13.5 million, with a total of 43 employees divided into the Administrative, Asset Management, and Development Services units. Our income comes from two sources: property tax increments and through the management of 760 residential units, 40 commercial leases, and 791 parking spaces.

All CADA employees are expected to adhere to the following organizational values: *commitment, prudent stewardship, credibility, creativity, and effectiveness.*



### **Benefits.**

Retirement. Retirement provided through CalPERS; monthly employer contributions are paid by CADA and employee contributions are paid 100% by the employee for New Members and Classic Members of CalPERS.

Flexible Spending Account. CADA contributes to a cafeteria-style benefit plan that includes health, dental, vision, unreimbursed medical, dependent care, and other optional insurance plans.

Sick Leave. Accrued at the rate of 8 hours per month.

Vacation Leave. Accrued at the rate of 10 days per year for 1 to 3 years of service; 15 day per year for 3 to 10 years of service; 20 days per year for over 10 years of service.

Holiday Leave. 14 paid holidays annually (this includes 2 half days).

Deferred Comp. Employees have the option of making contributions for this benefit.

Bereavement Leave. Up to 3 days per calendar year.

Employee Assistant Program. Confidential counseling services to employees and dependents.

LTD Insurance. Income security to disabled employees up to 66 2/3 of their monthly salary.

Life Insurance. Equal to one and one half of the employee's annual salary.

Parking. Parking free of charge.

### **Application Process.**

Applications are accepted until **5:00pm on Friday, October 25, 2019**. Please include a CADA application with your resume and/or cover letter. You may download an application form from CADA's website: <http://www.cadanet.org/working-with-cada/employment> or pick one up and mail applications materials to:

CADA  
Attn: Human Resources  
1522 14<sup>th</sup> Street  
Sacramento, CA 95814

Interviews will be held continuously until the position is filled. A screening committee will review your application materials. Those determined most qualified to proceed in the process will be contacted for an interview. CADA will conduct a thorough background investigation, including a drug and alcohol test, on final candidates.

CADA hires only US citizens or aliens lawfully authorized to work in the United States.  
We are an Equal Opportunity Employer.