



CITY OF SACRAMENTO
 Department of Human Resources
 915 I Street, Historic City Hall
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Development Project Manager (Child Care Project Manager)**

An Equal Opportunity Employer

SALARY

\$42.06 - \$55.19 Hourly \$3,364.86 - \$4,414.98 Biweekly

ISSUE DATE: 04/03/21

FINAL FILING DATE: 04/24/21

THE POSITION

IDEAL CANDIDATE STATEMENT

The ideal candidate will be dynamic, innovative, and able to collaborate in a team-oriented department. Their priority is to articulate, implement, and lead the City's comprehensive efforts to increase the supply of affordable quality child care in addition to building a well-trained and compensated child care workforce.

As an experienced leader, the ideal candidate will have a special focus on translating the needs of modern working families with a demonstrated ability to work with planners, developers, officials in government and education, business leaders, parents and community members to address those needs.

The ideal candidate will be knowledgeable about planning and development, have the ability to focus on child and youth needs, particularly on activities and interventions related to removing workforce barriers and access to childcare. The candidate sees the value of a strong and thriving City, identifying opportunities to maximize economic empowerment and job opportunities. The ideal candidate will be knowledgeable about workforce development and career pathway programs and strategies. The qualified candidate will also have a strong background in collaboration and be skilled in all forms of communication.

Under general supervision, the Development Project Manager performs professional-level research, analysis, planning, and implementation assignments in the areas of City economic, development, and/or special district activities and projects; assists in formulating and administering economic, development, and/or special district strategies; coordinates with customers, businesses, and government entities regarding development, redevelopment, business development, or district formation projects and activities; maintains liaison with developers, business associations, community/neighborhood organizations, City departments, and other public agencies regarding development projects and activities.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is populated with multiple incumbents. Employees perform the full range of standard work procedures, operations, tasks, duties, and responsibilities with little or no supervision. The Development Project Manager is distinguished from the next higher classification of Senior Development Project Manager in that the former performs support functions in the management of economic, development, and/or special district activities and projects.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from a Senior Development Project Manager or higher level management staff. This is a non-supervisory classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Compiles and analyzes data relating to the conditions of the City and surrounding community; conducts field research; prepares economic base studies, demographic profiles, and labor market analyses; prepares market feasibility studies and analyses; analyzes land use, property ownership, and business data; assists in preparing estimates of the public resources required to meet adopted development objectives.
- Reviews project proposals during conceptual, entitlement, building, and construction stages; assists developers resolve conditions of development; reviews development project applications and plans; helps establish project goals, objectives, and priorities, and identifies resource needs.
- Serves as the customer's central point of contact throughout the entire development or district formation review process.
- Facilitates planning, building, and public improvement reviews and approvals; monitors conditions of approval; comments on plans during the construction process.
- Assists in coordination with developers, business associations, community/neighborhood organizations, City departments, and other public agencies related to development, redevelopment, business development, or district formation projects and activities; maintains liaison with developers, business associations, community/neighborhood organizations, City departments, and other public agencies regarding development projects and activities.
- Manages the formation, renewal, and administration of special districts.
- Applies local, state, and federal laws applicable to development and formation activities.
- Develops, recommends, and implements policies and procedures required for implementation of action plans.
- Coordinates and actively participates in the formation of public and private development agreements, project financing agreements and deferrals, funding agreements, and interagency memorandum of understanding.
- Assists in development of incentives for the private sector to locate commercial and industrial businesses in the city.
- Prepares project budget and scope; coordinates district budgets with annual operating budgets of departments that receive funds; assists in selection of vendors; prepares and implements marketing plans.
- Facilitates calculation of annual special tax and assessment levies and manages submission process to the County to ensure placement on property tax bills; monitors special tax and assessment revenues and coordinates disbursements to outside agencies.
- Prepares reports and makes oral presentations to community groups, business and government committees, commissions, and City Council.
- Assists in preparing economic development strategies; implements economic development initiatives; assists in preparing grant applications for federal and state funds for economic

development programs.

- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

- Economic development principles, practices, and implementation, including business development, real estate development, redevelopment, international trade, district formation, and local government financial incentives for business and marketing.
- Public and private programs and resources for economic development and business assistance.
- Concepts of effective team building.
- Economic and social public policy implications of urban area problems.
- Data analysis techniques.
- Economic development data sources.
- Analytical and research techniques to collect, compile, display, and interpret data.
- Planning and building principles, practices, and implementation, including community development and construction, redevelopment, building trade, and local government rules and regulations.
- California Land Use Planning, Zoning Laws and Regulations, California redevelopment law; California Environmental Quality Act (CEQA); California Mello-Roos Act and other district formation rules and regulations; general nature of community plans, uniform building code, city zoning ordinance, and building, construction and entitlement processes.
- Community relations and outreach.
- Project management practices and techniques.

Skill in:

- Use of modern office equipment, including computers, computer applications, and software.
- Effective problem solving.
- Project and process management.
- Meeting facilitation.
- Work with multidisciplinary teams to provide excellent customer service.

Ability to:

- Exercise sound judgment in a politically sensitive environment.
- Communicate clearly and concisely, verbally and in writing.
- Relate positively to the public in a group setting or in a one-to-one situation.

- Analyze situations, review complex data, and develop solutions.
- Coordinate and lead work of a project team.
- Facilitate consensus and issue resolution.
- Establish and maintain effective and collaborative working relationships with internal and external team members, department heads, public officials, media, community associations, business districts, and the general public.
- Exercise leadership.

EXPERIENCE AND EDUCATION

Experience:

One (1) year of professional-level experience in project management, economic development, redevelopment, business development, private development, district formation, or a closely related field.

-AND-

Education:

Possession of a bachelor's degree from an accredited four-year college or university.

Substitution:

Additional qualifying experience may be substituted for the required education on a year-for-year basis.

PROOF OF EDUCATION

Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees **must be submitted to the City of Sacramento Employment Office** as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to employment@cityofsacramento.org **by the final filing deadline**. If submitting via fax/email, please include your name and **Job #001744-21-EDD** on your documents. Unofficial documents and/or copies are acceptable. **Applicants are responsible for attaching proof of education to each position for which they apply.**

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted **by the final filing deadline**.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the [governmentjobs.com](https://www.cityofsacramento.gov/governmentjobs.com) applicant inbox.

1. Application: (Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees must be submitted online with your application, emailed to employment@cityofsacramento.org, or sent to the Employment Office by fax by the final filing deadline.
- Applicants are responsible for attaching proof of education, certification, and/or license to each position for which they apply.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

3. Screening Committee: (Pass/Fail) - Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

4. Interview Process: Human Resources will forward qualified applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://portal.cityofsacramento.org/HR>
 OR
 915 I Street, Historic City Hall
 Sacramento, CA 95814-2604

EXAM #001744-21-ED
 DEVELOPMENT PROJECT MANAGER (CHILD CARE PROJECT
 MANAGER)
 AK

Development Project Manager (Child Care Project Manager) Supplemental Questionnaire

- * 1. **APPLICATION:** I understand that the experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Screening Instructions:
(<http://www.cityofsacramento.org/-/media/Corporate/Files/HR/Divisions/ECD/Application-Screening-Instructions.pdf?la=en>)
- Yes
- * 2. **PROOF OF EDUCATION:** To qualify for this classification you may use education or experience as listed in the substitution option to provide required knowledge and abilities. **I understand that I must submit proof of education by the final filing deadline as noted within this posting to the City of Sacramento Employment Office, if I am using education to qualify for this position.** You may attach documents electronically; e-mail them to employment@cityofsacramento.org; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556. **Applicants are responsible for attaching proof of education to each position for which they apply.** Please refer to the City of Sacramento's Proof of Education Requirements (<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.
- Yes
- * 3. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)
- Yes No
- * 4. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)
- * 5. **SUPPLEMENTAL QUESTIONNAIRE:** The answers to the questions below will be evaluated along with the information provided in your employment application. Therefore, your answers must be consistent with your employment application information (especially in the "Education" and "Work Experience" sections), must be unambiguous, and must contain sufficient but concise detail and organization to facilitate the screening process. A resume will not be accepted in lieu of completing this Supplemental Questionnaire or in place of completing the "Education" and "Work Experience" sections of the employment application. Lack of clarity, incomplete or inconsistent information, and/or disorganized presentation will negatively affect your evaluation. **I understand and agree to the above instructions.**
- Yes
- * 6. Describe your experience in child care and early learning, including planning and development of such programs. Please include the name of the organization(s) where you

worked or volunteered, your specific roles and responsibilities, and the type of programming and results achieved.

- * 7. Describe any experience you have in the development of workforce development, career pathway, early learning, and/or childcare programs. Please include the name of the organization where you worked, and your specific roles and responsibilities.

- * 8. Describe any experience you have in the development and delivery of projects and/or programs focused on removing workforce barriers, developing a qualified childcare workforce, and increasing access to childcare opportunities. Please include the type of programming and results achieved.

* Required Question