



EXTERNAL JOB POSTING

Internal

Job Title: **Development Specialist - Hunters Point Shipyard/Candlestick Point Infrastructure**

Biweekly Salary: **\$3,964 (Step 1) - \$4,818 (Step 5)**

Annual Salary: **\$103,064 (Step 1) - \$125,268 (Step 5)**

Final Filing Date: **April 7, 2017**

BRIEF DESCRIPTION:

OCII is seeking a Development Specialist to coordinate OCII's review process for infrastructure plans associated with the implementation of the Hunters Point Shipyard/Candlestick Point ("HPS/CP") redevelopment project, as well as representing the OCII's interests in subdivision and mapping matters in HPS/CP. As a member of the HPS/CP project team, the person in this position will also handle a broad range of that may include: review of environmental (e.g. CEQA and NEPA) documents; assisting in the management of the community participation processes, including the staffing of Community Advisory Committees; and working on a broad range of strategic implementation issues. Matters include overall urban design, infrastructure, streetscape design, and project area financial and administrative matters. Experience in civil engineering, mapping, or city permitting processes is desirable, but not required.

The HPS/CP project form approximately 780 acres along the southeastern waterfront of San Francisco. The Shipyard land is being transferred from the U.S. Navy to OCII in phases, after environmental remediation. OCII has entered into development agreements with a master developer who is completing the infrastructure for the first phase of the Shipyard's redevelopment, which will ultimately include up to 1,600 homes, 27% to 40% of which will be affordable, and 26 acres of open space. The master developer will also develop the remaining portion of the Shipyard development and also Candlestick Point area as one development project, whose program provides for an additional 10,500 new housing units, 32% of which will affordable, between 2 and 3 million square feet of research and development uses centered around "green" and clean technology uses on the Shipyard, and over 300 acres of parks and open space between the two sites including a complete renovation of the Candlestick Point State Recreation area.

JOB RESPONSIBILITIES:

The following list of duties and tasks represent the primary job responsibilities:

- Coordinate the review of several plan documents (such as horizontal improvement plans, circulation plan and final maps) with other City departments to ensure consistency with master infrastructure plans, design guidelines, transportation plan and approved land use plan;
- Provide policy, planning and program support to internal management;
- Analyze development proposals and ensure coordination with horizontal/infrastructure plans; make appropriate recommendations based on these analyses;
- Read and interpret tract maps, parcel maps, easements, and other such documents;
- Manage outside consulting contracts, procurement processes and other agreements;

- Work as part of a team, and must coordinate with internal staff, outside city staff, and consultants; including the ability to deal effectively with government officials, representatives of outside groups and interests, other staff members, and the general public; work with various cultural and ethnic groups in a tactful and effective manner;
- Demonstrate excellent writing skills and the ability to present technical information in a concise, clear and accessible manner to OCII staff and in public meetings;
- Utilize creativity and problem-solving, with the ability to self-direct, multi-task, and to complete assignments by requested due dates.

MINIMUM QUALIFICATIONS:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Four years of technical and professional work experience in real estate, economic development, housing and project development. Equivalent to a Bachelor's Degree from an accredited college or university with a degree in planning, public or business administration, real estate development, or a related field. A Master's degree is preferred.
- Other minimum qualifications include a bachelor's degree from an accredited college or university with a degree in planning, public or administration, real estate development, or a related field and four years of professional work experience in real estate and/or project development.

The possession of a master's degree can be substituted for up to two years of required experience.

BENEFITS:

For your Health & Welfare Benefits

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

For your Financial Future

- CalPERS Pension Program-estimated 10% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

For your Work/Life Balance

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

APPLICATION PROCESS:

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at www.sfocii.org under Employment Opportunities.

PACKETS CAN BE EMAILED, FAXED OR MAILED TO:

EMAIL: careers.ocii@sfgov.org (PDF FORMAT ONLY) with name of position in subject line

FAX: 415-749-2502

MAIL: **Office of Community Investment and Infrastructure**
 Human Resources Department – Attn: April Ward;
 1 South Van Ness Avenue – 5th Floor
 San Francisco, CA 94103

Failure to submit all requested materials by the deadline will result in rejection of the application.