



City of Lake Oswego, Oregon

Job Description

REDEVELOPMENT AND ECONOMIC DEVELOPMENT PROGRAM MANAGER

FLSA Status: Exempt

Salary Grade: 575

Union Representation: Non-represented

Job Code: 2051

Class Summary

Manages the City's redevelopment, urban renewal and economic development programs, projects and activities for the purpose of supporting the health of the City's business community, creating variety of employment opportunities, and creating lively and distinctive commercial districts.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Leads the City's redevelopment and urban renewal efforts, including the planning and implementation of urban renewal projects, which includes: developing project plans; defining project tasks and resource requirements; identifying project risks and developing contingency plans; managing project budgets; and communicating with stakeholders.
2. Under the direction of the Lake Oswego Redevelopment Agency (LORA) Board and Executive Director, leads efforts to develop plans new urban renewal areas, including capital and financial plans.
3. Develops and manages the City's economic development strategy, including but not limited to economic development related program activities, procedures, and work plans, and managing contracts.
4. Develops and manages the City's redevelopment budget including capital improvement and asset management plans. Collaborates with the Finance Department to forecast annual urban renewal revenues. Assists with developing the capital improvement plan for urban renewal districts.
5. Identifies and secures grant funding for redevelopment and economic development projects; manages grant funding and reporting requirements.
6. Represents the City at local, regional and statewide meetings such as Greater Portland Inc, the Clackamas County Business Alliance, Clackamas County, the Mount Hood Territory, and other business and economic development groups. Maintains a productive working relationship with the Lake Oswego Chamber of Commerce.
7. Makes presentations to councils, boards, commissions, civic groups and the general public.
8. Manages complex real estate and financing negotiations, including relocation.
9. Analyzes financial and market data as it pertains to real estate development, business investment, and economic development.
10. Maintains awareness of new trends and developments in the fields of downtown development, redevelopment, urban renewal, industrial development, and economic development.

11. Advises the City Council, City Manager, and other departments on the City's economic development efforts, and analyzes the impact of policies, activities, and capital projects on the City's business community.
12. Acts as Project Manager on specific capital projects identified in the City's Urban Renewal Plans as directed by the LORA Board.
13. Evaluate program effectiveness and recommend actions for improvement as necessary.
14. Prepares and presents staff reports and agenda items regarding various economic development and redevelopment programs and projects for the City Council, Urban Renewal Agency, and various committees and advisory boards. Attends and participates in other public meetings.
15. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering and financial consultants.
16. Promotes the City's sustainability goals through the development and implementation of economic development goals, policies, programs and projects.
17. Respond to inquiries from businesses and the general public, including explaining rules, regulations, policies, procedures, addressing issues concerning tax incentives, local companies, sites and infrastructure.
18. Develops productive working relationships with and provides quality customer service to business owners, property owners, citizens, stakeholders, elected officials and other employees.
19. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Local, state and federal economic development programs, rules and regulations.
- Principles and practices of economic development
- Public purchasing and contracting laws and regulations.
- Laws, financing methods, and regulations governing redevelopment and urban renewal in Oregon, including tax increment financing.
- Strategic planning and project management
- Principles and practices of land use planning.
- Real estate practices and regulations.
- Municipal operations, policies, and procedures.
- Project-related technical and legal documents
- Report writing.
- Presentation techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Effectively manage programs and projects.
- Effectively and consistently interpret policies and ordinances to others.
- Present and promote projects to various organizations and City officials.
- Work independently with only general direction.
- Prepare budgets.
- Track expenditures.
- Evaluate program effectiveness and best management practices.
- Develop and maintain effective working relationships with external customers and internal staff.
- Develop consensus building resolve conflicts among diverse stakeholders. Manage controversial situations.
- Provide good customer service.

- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is to have graduated with a Bachelor’s degree in Business Administration, Public Administration, Urban Planning, Economics, Communications, or a related field; and have three to five years of experience managing projects and/or programs in the field of economic development and redevelopment, or have an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience with Urban Planning, Urban Renewal, or Redevelopment is highly desired.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver’s license and ability to meet the City’s driving standards.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.