



City of Lake Oswego, Oregon

Job Description

DEVELOPMENT PROJECT MANAGER

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 177

Job Code:

Class Summary

This position performs technical, administrative and project management work for the Economic and Capital Development Department. This position develops, coordinates and implements economic development programs, redevelopment and public improvement projects for the Lake Oswego Redevelopment Agency, and other City facility projects. The position also performs tasks including research, analysis, report writing and policy and project implementation on their own with limited supervision and oversight. This position will work in a team-oriented environment and will report on a day-to-day basis to the Economic and Capital Development Director.

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. Responsible for managing and delivering redevelopment projects and economic development programs that are generally less complex.
2. Assists senior department staff in managing and delivering more complex projects and programs.
3. Assists in making sure public infrastructure and amenities in the urban renewal area(s) are provided and maintained in good condition.
4. Works directly with the public, stakeholders, staff and elected officials to ensure that department programs and projects are delivered successfully and in a positive manner.
5. Responds to requests for information from senior staff.
6. Gathers, interprets and prepares data for studies, reports and recommendations.
7. Presents information and recommendations to senior staff, advisory boards, City Council, and citizen groups.
8. Responds to citizen inquiries, and proposes and implements solutions.
9. Researches, investigates and analyzes department operations and administrative procedures; documents policies and procedures; recommends and implements plans and strategies to streamline department operations.
10. Researches and collects data, conduct surveys, and prepares reports for cost analyses, benchmarking studies, levels of service standards, and outcome measurement.
11. Develops reporting formats, prepares and coordinates quarterly and annual reports with department divisional staff.

12. Assists in the development and management of the department's budget including preparing, controlling and analyzing budgets, and capital improvement and asset management plans. Works with staff to resolve problems and ensure compliance with procedures and regulations.
13. Identifies and secures grant funding for development projects; manages grant funding and reporting requirements.
14. Represents the Economic and Capital Development Department at local, regional and statewide meetings, serves on boards and committees, makes presentations to councils, boards, commissions, civic groups and the general public.
15. Assists in coordinating development project efforts such as master plans, needs assessments, and feasibility studies.
16. Develops and manages public outreach and processes for department planning efforts including developing and implementing strategies and public involvement processes, managing messaging and communication, and distribution of information.
17. Hires and oversees contractors for development projects, feasibility/needs assessments, design, and construction projects including writing scopes of work, requests for proposals and contracts; preparing and tracking work orders, billing, and change orders; and managing contractor communication, negotiation, and resolving problems.
18. May provide lead/supervisory role for limited special projects.
19. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Project and program management practices.
- Governmental activities and operations.
- Data collection and analysis.
- Contract development.
- Report writing.
- Budget preparation.
- Public policy development.
- English grammar, spelling and usage.
- Personal computers and appropriate software applications.

Skills and Abilities to:

- Manage projects and programs.
- Work with governmental agencies including city councils, advisory boards, and the public.
- Write and present staff reports to City Council.
- Develop and manage public involvement and civic engagement processes.
- Develop requests for proposals, and oversee and manage consultants and consultant contracts.
- Negotiate contracts with service providers and construction firms.
- Gather data, conduct detailed analysis, write technical reports, prepare and make presentations.
- Prepare and manage budgets.
- Develop policy.
- Utilize presentation software, develop websites and use the Internet.
- Write successful grant applications.
- Display excellent interpersonal skills.
- Work effectively when dealing with controversial or sensitive issues.
- 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 in urban planning, design and/or architecture is desirable.

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.

