



City of Lake Oswego, Oregon

Job Description

DIRECTOR OF ECONOMIC AND CAPITAL DEVELOPMENT

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 465

Job Code: 3092

Class Summary

The Director of Economic and Capital Development serves as an advisor to the City Manager and other City staff on development and growth issues, including economic development and redevelopment. Supervises and provides direction to staff regarding projects and assignments. Oversees public improvement projects related to economic development and redevelopment within Lake Oswego, including public-private partnerships.

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. Supervises support and professional staff including prioritizing and developing work plans, evaluating staff performance, monitoring progress on reports and projects, interpreting policies and procedures, making hiring, disciplinary, and termination recommendations, making pay rate change recommendations and providing training and development for staff.
2. Plans, organizes and directs the activities of the Department to ensure City goals and objectives are met; sets program standards.
3. Responds to requests for information and provides technical support and policy advice to the City Manager, City Council, Board and Commissions and other outside agencies.
4. Prepares the annual budget for the Department and assists in preparing the city budget including determining service needs, capital purchases and allocation of resources. Monitors departmental expenditures and evaluates program effectiveness.
5. Work with and support Lake Oswego business organizations including but not limited to the Chamber of Commerce, the Downtown Business District Association and the Lake Grove Business Association.
6. Develops and recommends financing strategies for various forms of public and private development.
7. 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.
8. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering and financial consultants.

9. Develops productive working relationships with and provides quality customer service to business owners, property owners, citizens, stakeholders, elected officials and other employees.
10. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Local, state and federal economic development programs, rules and regulations.
- Local, state and federal codes, laws and regulations governing land use, tenants and redevelopment.
- Construction methods and principles.
- Budgeting theories and principles.
- Management theories and principles.
- Public purchasing and contracting laws and regulations.
- Real estate practices and regulations.
- Report writing.
- Presentation techniques.
- Personal computers and related software applications.

Skills and Abilities to:

- Effectively manage programs and projects.
- Present and promote projects to various organizations and City officials.
- Work independently with only general direction.
- Prepare budgets.
- Track expenditures.
- Resolve conflicts.
- Evaluate program effectiveness and best management practices.
- Develop and maintain effective working relationships with external customers and internal staff.
- 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 a Bachelor's degree in Business Administration, Public Administration, Planning, Economics, or related field; and ten years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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.