



City of Lake Oswego, Oregon

Job Description

ECONOMIC DEVELOPMENT PROGRAM MANAGER

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 585

Job Code: 2099

Class Summary

Develop and implement the City's economic development and business assistance program. Manages all aspects of the program. Maintains close relationships with businesses, property owners, commercial real estate professionals, developers and other governmental agencies and partners in order to support existing businesses and promote investment and development within the City. Manages 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. Develop and manage economic development program policies, procedures, and work plans.
2. Act as a strategic partner with the Lake Oswego business community to identify, formulate and implement economic development programs, projects and partnerships.
3. 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.
4. Evaluate program effectiveness and recommend actions for improvement as necessary.
5. Advises the Mayor, City Council, City Manager, and department directors on economic development strategies and related matters.
6. Develops and monitors the annual economic development budget.
7. Develops and recommends financing strategies for various forms of public and private development.
8. 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.
9. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering and financial consultants.
10. Provide project management for public improvement projects related to economic development and redevelopment.

11. Develop strategies, work plans, timelines and resource allocations for programs. Monitor progress to ensure objectives are met.
12. Coordinates economic development efforts with other jurisdictions and economic development agencies around the region and at the state level.
13. Promotes the City's sustainability goals through the development and implementation of economic development goals, policies, programs and projects.
14. Conduct business information research and analysis, and interpret fiscal, demographic, market and other business related economic data.
15. Monitor business trends which have the potential of impacting local businesses and supporting new business development.
16. 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
17. Provides strategic and technical support to the Director of Economic and Capital Development and the Redevelopment Director, including developing and coordinating production of marketing materials in conjunctions with other City departments, reviewing and making recommendations on updates of marketing materials and developing presentation materials for pertinent issues.
18. Develops productive working relationships with and provides quality customer service to business owners, property owners, citizens, stakeholders, elected officials and other employees.
19. Prepares and processes grant applications. Monitors and implements grant funding for City programs in the area of redevelopment, including reporting grant funding activities according to applicable grant regulations.
20. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Local, state and federal economic development programs, rules and regulations.
- 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.
- 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.
- 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, Urban Planning, Economics, Communications or related field; and five 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.