



City of Lake Oswego, Oregon

Job Description

REDEVELOPMENT DIRECTOR

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 420

Job Code: 2050

Class Summary

Under general direction, initiates, plans and directs the City's redevelopment activities including property acquisition, property management, relocation and demolition activities. Coordinates and manages planning and design service contracts.

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. Plans and coordinates design plans including working with architects, developers and contractors in determining concepts and designs which meet City expectations.
2. Oversees contracts relating to redevelopment programs including determining services needed, projecting costs, choosing contractors and consultants and ensuring services are provided within the budget. Inspects all projects including making field visits, meeting with contractors and architects and authorizing change orders.
3. Prepares reports for the City Council, City Manager and development committees including recommending projects and appropriate courses of action and resources necessary for projects.
4. Acts as a liaison with other departments, agencies, businesses and the general public. Answers questions, resolves conflicts and prepares newsletters to disseminate information on relocation projects.
5. Makes presentations on redevelopment plans including determining information to be presented and the format based on the targeted audience.
6. Manages agency properties including managing service contracts, maintaining tenant contacts, resolving tenant problems, preparing leases and determining rent rates.
7. Provides relocation assistance ensuring compliance with agency policy and state and federal laws and regulations. Determines if relocation costs are appropriate, legal and accurate.
8. Purchases and maintains City properties including working with attorneys on contracts, making recommendations to the advisory board and the City Manager and determining strategies and schedules for purchases.
9. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Architectural designs and techniques.
- Construction methods and principles.
- Contract management.
- Local, state and federal codes, laws and regulations governing land use, tenants and redevelopment.
- Real estate values and zoning.
- Budgeting theories and principles.
- 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.
- Review architectural designs and reading blueprints.
- Manage contracts.
- Make presentations.
- Write technical reports.
- Prepare budgets.
- 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 Planning, Public Administration, 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.