



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: Economic Development Project Manager
Community Development Department

This is a full-time, Exempt, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Performs a variety of professional, technical and administrative work in coordinating the economic development, development and redevelopment activities of the City and Urban Renewal Agency. Responsibilities entail accountability based on measurable cost effective growth of the City's tax base through business expansion and retention programs, entrepreneurial development, labor force development, and related quality of life initiatives.

STARTING MONTHLY SALARY- \$4448 - \$4604

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; Graduation from an accredited four-year college or university with a degree in public administration, land-use planning, economic development, urban planning, or a closely related field, and four (4) years experience economic development, urban renewal and redevelopment coordination; or any equivalent combination of education and experience, including private business ownership.

Special Requirements/Licenses:

Possession of, or required to obtain, a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Must successfully pass a criminal history check, including fingerprinting, as mandated by Oregon Revised Statutes.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Phone: (541) 548-8196 x324
Fax: (541)548-6379
Redmond, OR 97756
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office. Applications must be received by the employment department by November 13, 2009. Application materials submitted after will not be accepted.

Interviews for this position will be held the week of January 3, 2010.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Economic Development Project Manager
DEPARTMENT: Community Development
FLSA STATUS: Exempt
SALARY GRADE: Grade 18
EMPLOYEE GROUP: Confidential / Non-Represented

PURPOSE OF POSITION:

Performs a variety of professional, technical and administrative work in coordinating the economic development, development and redevelopment activities of the City and Urban Renewal Agency. Responsibilities entail accountability based on measurable cost effective growth of the City's tax base through business expansion and retention programs, entrepreneurial development, labor force development, and related quality of life initiatives.

ESSENTIAL JOB FUNCTIONS:

Works with the City Council, Urban Renewal Agency, and city advisory commissions and committees, interest groups and city staff to focus on promoting new investments to the City and urban renewal districts.

Develops and markets programs to promote investment in employment zones.

Develops and implements business recruitment, retention and expansion initiatives in collaboration with the existing Economic Development resources in the region.

Develops and maintains inventories of retail, commercial and industrial business opportunities.

Identifies and markets sites which are vacant or underdeveloped and negotiates with business representatives to encourage locating in targeted market sites.

Researches, develops and markets economic initiatives to increase the attractiveness of the sites that are vacant or underdeveloped; and identifies and develops sources of project funding, including grant preparation and administration.

Markets targeted sites locally, regionally, and nationally to private sector development interests. Prepares support data/information/marketing collateral, including possible city incentives.

Coordinates complex development projects and programs, including monitoring of contracts and project expenditures within project budgets, and researching funding alternatives for development / redevelopment construction and improvement projects.

Negotiates various development of property disposition agreements with developers and/or property owners as needed.

Assists and advises members of the public regarding economic development.

Monitors, coordinates and provides assistance to business and property owners and business organizations.

Participates in economic development activities, urban renewal and planning projects involving considerable interaction with developers, agencies, civic groups and special interests.

Reviews development proposals, working with the customer to complete a land use solution that complies

with laws and regulations in an expedited process.

Assists new and existing firms with expediting permit processing; assists new and expanding firms with packaging of financing from federal, state and local sources.

Prepares a variety of studies, reports and related information for decision-making purposes.

Provides technical assistance to the staff, City Council, Planning Commission and other citizen committees concerning economic development activities, urban renewal and planning programs. Contacts officials of state and federal agencies for assistance in such programs, as required. Prepares supporting materials for requests for state and federal funding and helps maintain intergovernmental coordination.

Provides staff support to the Urban Renewal Agency, City Council and city advisory committees and commissions as needed and assigned.

Actively researches and identifies grant opportunities from both public resources and private resources for economic development activities, and prepares grant applications accordingly.

Serves as a member of various staff committees as assigned. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning, urban redevelopment and economic development.

Performs related work as required.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

High school diploma or equivalent; Graduation from an accredited four-year college or university with a degree in public administration, land-use planning, economic development, urban planning, or a closely related field, and four (4) years experience economic development, urban renewal and redevelopment coordination; or any equivalent combination of education and experience, including private business ownership.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of the rules, regulations, policies and operating procedures of the Community Development Department; Community Development Department Mission and Vision; theories, principles, procedures, practices, and trends in the field of planning.

Considerable knowledge of the principles and practices of economic development, urban renewal coordination, business development, retention and expansion, and land use planning.

Considerable knowledge and experience in development and redevelopment projects in commercial strip, downtown, industrial and mixed use employment zones.

Working knowledge of laws and regulations governing land development.

Good knowledge of basic real estate principles.

Ability to negotiate contractual agreements related to development of properties.

Considerable skill in the development of detailed, comprehensive oral, written and graphical communications. Ability to communicate orally and in writing complex ideas and information to a variety of audiences, in a clear, comprehensible, effective, and professional manner.

Ability to perform research, compile information, conduct analyses, and compose comprehensive and detailed reports.

Ability to develop and maintain productive, harmonious relationships with community groups, officials, other city departments, and the general public.

Requires sufficient visual acuity to read letters, numbers, and detailed maps; hearing and speaking ability to conduct formal presentations to large audiences; hand eye coordination to operate common business equipment such as personal computers.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Community Development Director who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine. This position requires use of City vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions.

The noise level in the work environment is usually quiet with the typical office noises and interruptions.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Heather Richards
Community Development Director

October 1, 2009
Date

Sharon Harris
Assistant City Manager of Employee Services

Adopted: October 1, 2009