

## City of Oregon City

## Position Description

Position: Economic Development Manager	Management
Department/Site: Administration / City Hall	FLSA: Exempt
Evaluated by: City Manager	Salary Grade: 155

### **Summary**

This position will focus on working with the City Council, Urban Renewal Commission, City advisory committees and boards, interest groups and City staff to focus on promoting new investments in the urban renewal district, downtown and other development areas of interest throughout the City. Develop strategies to attract and retain business and targeted industries, create employment opportunities and increase the City's tax base. Develop and market programs to promote investment in new commercial and industrial developments; conduct studies to assist in enhancing existing commercial and industrial uses, and work closely with existing businesses, property owners and commercial real estate professionals to recruit new tenants. Coordinate public and private proposals with regional economic development partners, consultants, and City staff.

### **Distinguishing Career Features**

The Economic Development Manager is responsible for managing, directing and integrating current and advanced economic planning programs and strategies that enhance community image and environment. Advancement to this position requires the ability to accomplish all short and long range economic development objectives by working with a diverse group of stakeholders.

### **Essential Duties and Responsibilities**

- Works closely with City Manager in bringing development proposals to Urban Renewal and City Commissions.
- Works closely with City Manager and Staff to coordinate and guide development proposals through city permitting and land use approvals.
- Serves as project leader for urban renewal development activities.
- Develops and recommends approval of program work plans, services, policies, procedures and reports. Evaluates program effectiveness and recommends actions for improvement as necessary.
- Promotes and coordinates development opportunities in the community to private sector development interests. Prepares support data/site information reports, including possible city incentives.
- Conducts comprehensive analyses, technical investigations and research on issues which could impact downtown redevelopment and other development areas of interest.
- Researches, develops and recommends new programs, projects or program improvements to enhance the attractiveness of downtown and the community as a business location.
- Monitors, coordinates and provides assistance to business and property owners and business organizations involved in downtown redevelopment and other development areas of interest.
- Develops work plans, timelines and resource allocations for assigned projects. Manages consultants and authorizes payment for urban renewal capital projects.
- Develops, prepares, recommends and presents reports/documents.
- Provides staff support to the Urban Renewal Agency.
- Coordinates with City departments, other agencies, businesses and customers.

- Represents program and/or City to the public in legal or administrative proceedings, to other organizations or entities.
- Manages consultant contracts and activities.
- Develops and manages the Urban Renewal budget.
- Provides positive public relations and customer service.
- Researches funding opportunities and prepares grant proposals.
- Conducts background checks of private development partners.

## **Qualifications**

### **Knowledge and Skills**

The position requires a working knowledge of practices and principles of development, including downtown development/redevelopment and industrial development. Working knowledge of laws and regulations governing land development. Strong knowledge of strategic planning methods with an emphasis on services related to assigned program area. Working knowledge of practices and principles of public/business administration and decision-making. Working knowledge of public purchasing and contracting laws and regulations.

### **Abilities**

Requires the Advanced ability to monitor and evaluate programs. Advanced ability to establish and maintain effective working relationships with employees, contractors, outside agencies, public officials and the general public.

**Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Explorer Internet software; Project Manager Project Management software; Excel Spreadsheet software and Word Processing software.

### **Physical Abilities**

The physical demands and work environment 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 functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Education and Experience**

The position typically requires a Bachelor's degree or equivalent from a four-year accredited college or university, Master's degree preferred. Preferred fields include Business/Public Administration, urban planning, design, economics or related field and a minimum of three years progressively responsible experience in managing urban planning projects.

**Licenses and Certificates**

Requires a valid Class A driver's license.

**Working Conditions**

Work is performed indoors and outdoors. While performing the duties of this Job, the employee is infrequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually low.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*