

# CITY OF MILWAUKIE

## **CLASSIFICATION: HOUSING AND ECONOMIC DEVELOPMENT PROGRAM MANAGER**

Department: Community Development    Grade Number: 63    FLSA: Non-exempt  
Location: Johnson Creek Blvd.    Union: AFSCME    EEO Category: 2- Professional

### **DESCRIPTION:**

This position oversees a variety of special projects and programs in the Community Development department. Assists in the implementation of housing and economic development related policies and plans and oversees existing programs and projects and develops new programs and projects to meet the city's goal of housing affordability and economic development. Performs high level qualitative and quantitative analysis, data analysis and policy development. Conducts grant writing, research and marketing for business development, infrastructure planning and land acquisition, housing strategy implementation, urban renewal programming, outreach, and periodic presentations to council. Serves as a resource for housing and economic development for the public. Administers and oversees special studies. This position may also serve as staff liaison to citizen advisory boards. Coordinates efforts for housing, business development and/or infrastructure planning while working closely with other staff. Represents the City on intergovernmental committees. Makes recommendations to the Community Development Director. Presents findings and recommendations both in writing and orally to Director, City Council, and citizen groups.

This position is a full journey-level role. Incumbent is expected to receive only general instructions. Takes the lead on moderate to complex assignments and projects. Independently presents to civic groups, boards and commissions, and City Council. Incumbents perform assignments requiring a high level of responsibility, applying subject knowledge and exercising independent judgment and initiative.

### **DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Manages assigned contracts and development projects to achieve goals within available resources. Reviews progress of contracts and grants and holds contractors accountable for terms of contracts.
2. Coordinates and oversees development and planning projects.
3. Assists in the development of short and long-range plans in housing and economic development subject areas; gathers, interprets and prepares data for studies, reports and recommendations; coordinates activities with other departments, agencies and contractors as necessary. Carries out recommendations for land acquisition, business development and infrastructure planning within the City.
4. Researches grant programs and prepares grant applications. Oversees and administers grants.
5. Assures that assigned projects are performed within budget; monitors contracts to ensure accountability for quality work products, service delivery, and cost controls.
6. Gathers and analyzes data. Develops information and considers available solutions or

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alternate methods of proceeding; organizes and documents findings of studies and prepares recommendations for implementation of new systems procedures or organizational changes.

7. Makes presentations to boards, commissions, civic groups and the general public as assigned. Prepares and delivers speeches, presentations, resolutions, ordinances, contracts, administrative policies etc., or drafts of such as necessary.
8. Prepares a variety of studies, reports and related information for decision-making purposes. Conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment etc.
9. Advises Community Development Director on projects.
10. Assists in compiling budget for department.
11. May serve as staff liaison to citizen advisory committee.
12. May direct work of intern or temporary staff in addition to contractor.
13. Maintains positive public relationship with customers and is responsive to customer needs.
14. Develops safe work habits and contributes to the safety of self, co-workers, and the public.
15. Performs other duties as required.

**JOB SPECIFICATIONS:**

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**

**a) Education:**

- i) Bachelor's degree specializing in planning, public administration, engineering, housing, architecture or a closely related field; or
- ii) Any equivalent combination of education and experience.

2. **Prior Experience:**

**a) Work Experience:**

- i) Requires at least three (3) year's experience in housing development related project management, public administration, planning, land development, or related field; or
- ii) Any equivalent combination of education and experience.

**b) Necessary Knowledge, Skills and Abilities:**

- i) Knowledge of project management principles and techniques.
- ii) Ability to manage housing development and planning projects.
- iii) Ability to draft, negotiate and oversee contracts for special projects and studies.
- iv) Ability to work with contractors to enter into agreements on behalf of the City and monitor progress.
- v) Knowledge of grant procedures.
- vi) Ability to facilitate public input processes and public meetings.
- vii) Ability to analyze, interpret complex data, understand and synthesize legal and technical language to develop logical recommendations.
- viii) Ability to coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- ix) Ability to effectively serve as liaison and coordination between the City and other agencies.
- x) Ability to research legal issues, draft and present recommendations to

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department heads, City Manager, Council, citizen advisory boards and other government agencies.

- xi) Ability to write complex technical reports and grant applications within prescribed timeframes.
- xii) Ability to make effective written and oral presentations.
- xiii) Ability to establish and maintain effective working relationships.
- xiv) Ability to work as a team member.
- xv) Ability to perform the essential functions of the job.

3. **Special Requirements:**

- a) Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.

4. **Tools and Equipment Used:**

- a) Computer, printer and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This is not a supervisory classification. Oversees work of contractors and may oversee work of temporary or intern position.
- b) Works under the general direction of the Community Development Director.

6. **Communications:**

- a) Has frequent communication with citizens, other City departments, other government agencies, contractors, and professional services firms.
- b) Communication is frequently complex and sometimes confidential.

7. **Cognitive Functions:**

- a) Work is performed independently with some policy direction given. Often developing new solutions to achieve desired goals with limited existing policy as guidance.
- b) Frequently requires creativity in developing solutions to problems where no past precedent exists.

8. **Work Environment:**

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

- a) Generally, work is performed in an office environment. May be present while occasionally performing site inspections.
- c) Evening meetings required.

9. **Resource Accountability:**

- a) Administers budget for outside contractors. No direct budget responsibility.

*The job classification description does not constitute an employment agreement between the*

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*employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted: 07/01/02  
Adopted: 08/06/02  
Revised: 11/30/04  
Revised: 10/24/05  
Revised: 05/2018  
Revised: 02/27/2020