

CITY OF BEAVERTON

Development Project Coordinator

General Summary

Develop, implement and administer community development-related projects and programs. Act as liaison between the City and community.

Key Distinguishing Duties

Lead projects and programs as directed, conduct related research and perform community outreach.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Coordinate community development projects as assigned. Develop, review and recommend program/project work plans, services, policies, procedures, and reports. Evaluate program/project effectiveness and recommend actions for improvement as necessary.
2. Research, develop, and recommend new community development programs or projects. Recommend program improvements to existing programs.
3. Conduct research on local and federal programs, housing, real estate, and/or sustainability. Analyze and interpret data; make recommendations. Assist with comprehensive plan updates as assigned.
4. Develop and coordinate competitive process for selecting recipients for federal and local grant funds. Execute grants and contracts. Monitor grant or fund recipients for compliance with laws, rules and regulations. Prepare and submit grant reports to respective agencies.
5. Prepare grant applications and other funding requests for federal, state, local and private grant funds.
6. Develop program and project budgets, action and implementation plans.
7. Promote and market programs and projects. Provide positive public relations, community outreach and customer service. Coordinate with other City departments, other agencies, developers, businesses and community groups. Develop and design materials to promote program area and projects.
8. Manage multiple projects and collaborate with a variety of colleagues, matrix relationships, internal clients, senior management, etc.
9. Serve as a member of the Development Division team. May evaluate performance and program effectiveness and recommend action for improvement, as necessary.
10. Participate in operational processes including staff selection, budget preparation/monitoring, policy/procedure development, and implementation.

11. Serve as a model for accomplishing the City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations, as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures, and techniques. Contribute to the safety of self, coworkers, and the general public.
15. Participate in the City Emergency Management program, including classes, training sessions, and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary. May attend evening or weekend meetings.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- Advanced knowledge of community development principles and practices in assigned area.
- Advanced knowledge of project coordination principles and methods.
- Working knowledge of the practices and principles of real estate and urban development.
- Working knowledge of applicable grant reporting rules, regulations and practices.
- Working knowledge of practices and principles of public administration and decision making.
- Working knowledge of strategic planning methods with an emphasis on services related to assignments.
- Working knowledge of public purchasing and contracting laws and regulations.

Skills/Abilities Required

- Effectively apply excellent internal and external customer service skills.
- Communicate effectively, both verbally and in writing, with diverse customers, employees, contractors, other agencies, public officials, and the general public. .
- Independently research, analyze data and make effective recommendations.
- Effectively facilitate group processes, including conflict resolution and consensus building.

- Productively manage and/or participate on a team and in a team environment, including the ability to develop a team approach to producing high quality results.
- Properly demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers, and the general public and to establish and maintain effective working relationships with employees, contractors, other agencies, public officials, and the general public.
- Properly and effectively use word processing, spreadsheet and other application software as required for position.
- Ability to develop and deliver effective presentations that may include technical information to a variety of audiences.
- Regular, punctual attendance at assigned work location.

Minimum Qualifications Required for Entry

Bachelor’s degree in business/public administration, urban planning, economics or related field and four years of progressively responsible experience in coordinating community development urban planning, or public projects; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- Positions in this classification are required to possess a valid driver’s license and meet the City’s driving standards.

Working Conditions

Regular focus on a computer screen; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours.

Classification History

Classification created: 02/2015
 Status: SEIU
 FLSA: Non-Exempt

 Department Head Signature

 Human Resources Signature

 Date

 Date