The City of Beaverton is Hiring:

Economic Development Project Coordinator

Community Development Department

Application Deadline: December 2, 2016, at 4:30 p.m. PDT

THE POSITION

The person filling this position will implement and administer essential programs and projects in support of the economic development, downtown revitalization, planning and community development functions of the city. The person will need to have strong program and project management skills and experience. Strong written communication skills are required. This person will do presentations and represent the City of Beaverton in public meetings.

THE IDEAL CANDIDATE

Minimum Qualifications

- Bachelor's degree
- Four years of experience in managing programs relating to economic development, planning, grant administration, economic incentives, state or federal grant program compliance
- Other combinations of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job may be considered
- Valid driver's license and the ability to meet the city's driving standards
- Ability to pass reference and background check

Preferred Qualifications

- A Master's degree in an applicable field
- Direct experience working with commercial districts or with a Main Street program, local government, economic incentives, or grant management
- Knowledge of economic development programs and procedures

RESPONSIBILITIES

Essential functions of the job:

- Provide project and program management duties in support of the city's Main Street, economic development and community development programs with an emphasis on incentives and small business
- Develop, review and recommend approval of program/project work plans, services, policies, procedures, and reports
- Evaluate program/project effectiveness and recommend actions for improvement as necessary
- Track, update, and respond to specific inquiries relating to business development
- Undertake independent projects to inform stakeholders and highlight key trends impacting the city
- Assist in the preparation of staff reports for various groups, committees, commissions, and boards
- Use of Microsoft Office applications, databases, CRM, and project management software
- Act as liaison between the city and community
- Support and respect diversity in the workplace
- Other duties as assigned

www.BeavertonOregon.gov/Jobs | 503-526-2200

Beaverton OREGON

Apply at BeavertonOregon.gov/jobs or at
City of Beaverton Human Resources Department
12725 SW Millikan Way
Beaverton, OR 97005

COMPENSATION

Salary Range: $4,701.80 - $6,300.88 per month
Starting salary will be determined depending on relevant work experience. The city pays the full retirement contribution to PERS; provides employees with an opportunity to participate in a deferred compensation retirement plan; tuition reimbursement program available; public service loan forgiveness program; and offers excellent health, dental, vision and life insurance coverage.

ABOUT BEAVERTON

Beaverton prides itself on being The Best of Oregon.
The city is growing and thriving but still has a small town heart and strong sense of community. Beaverton is the sixth largest city in Oregon and was recently named one of the 50 best places to live in America by Money magazine. It is a diverse community of approximately 95,000 people where one-in-three residents are a person of color and 99 different languages are spoken in our schools.

The City of Beaverton is known as an organization that values public service. Our nationally recognized community vision is our beacon. Residents continually give the city high marks, with 71 percent saying things are headed in the right direction. The city's economic base is strong. The city has consistently been ranked as one of the safest in the Pacific Northwest. Beaverton is known for its quality neighborhoods, parks and schools. There are a full range of housing choices, with new exciting urban housing developments underway in our downtown.

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veterans Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veterans Affairs, unless the information is included in the DD Form 214 or 215. Veterans' preference documentation must be submitted with your application.

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Beaverton
OREGON