

CITY OF BEAVERTON

Economic Development Manager

General Summary

Manage the development and implementation of the City's goals and programs in economic development, and small business assistance. Create and maintain strong working relationships with business community and key economic development organizations. Provide liaison between the economic development effort and related CDD and other City or community programs. Serve as lead manager for the City with the public and other governmental agencies on economic development policy and implementation. Develop and lead implementation of city-wide economic development policy. Conduct research and analysis on issues related to economic development. Supervise and develop work programs for Economic Development Division employees.

Key Distinguishing Duties

Overall responsibility for leading and managing economic development programs, initiatives and staff, including functions such as hiring and coaching employees, responding to grievances and overseeing performance management and disciplinary process as needed.

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. Serve as the City's lead manager for relationships with the private business community. Meet regularly with business executives to determine how COB can assist their growth. Actively work with key business organizations such as Chamber of Commerce, Greater Portland, Inc., Oregon Technology and Business Center, Westside Economic Alliance, etc.
2. Manage division operations. Develop, review, approve and implement work plans, services, policies, procedures and reports. Establish timelines and resource allocations for assigned projects. Set performance standards. Serve as a member of the Community Development Department management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
3. Manage the development, implementation and administration of the City's economic development and small business assistance programs, plans and policies including grant applications and special funding proposals. Develop additional funding sources for economic development programs.
4. Research, analyze and monitor the general economic environment and conditions on the local, state, and national economy and the City's economic development objectives.
5. Serve as liaison with federal, state, regional and local organizations, advisory board(s), committees or other City boards and commissions on economic development matters.

Represent the City with neighborhoods, civic and business organizations on economic matters.

6. Promote and market programs. Develop and design educational/promotional materials and strategies to implement the City's economic development strategies. Provide positive public relations and customer service. Represent program in events.
7. Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Monitor progress to ensure objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary process according to the collective bargaining agreement and City policy.
8. Prepare, recommend and monitor program budgets. Provide explanation for variances.
9. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals and completion of responsibilities. Create an environment in which employees are focused on producing excellent quality results and provide excellent customer service..
10. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Follow standards as outlined in the Employee Handbook.
15. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles in the areas of economic development programs and small business assistance.
- ◆ Expert knowledge of business relationship principles and practices.
- ◆ Advanced knowledge of the federal, state, regional and local policies, strategies, funding programs, laws and regulations governing economic development programs and small business assistance.
- ◆ Advanced knowledge of small business loan/assistance programs.
- ◆ Working knowledge of commercial and industrial real estate and mortgage lending. Advanced knowledge of strategic planning methods with an emphasis on services related to economic development programs and small business assistance.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Successfully develop economic development strategies and programs tailored to the City of Beaverton.
- ◆ Successfully conduct highly complex technical research, impact analysis and interpretations in the areas of urban growth/redevelopment and economic development strategies.
- ◆ Effectively develop practical and workable concepts relating to economic development and small business assistance programs for the City.
- ◆ Successfully manage the operations and budget of a division.
- ◆ Successfully write and administer contracts and grants and develop other funding sources.
- ◆ Effectively facilitate group processes.
- ◆ 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 and to build consensus and resolve conflicts.
- ◆ Effectively manage multiple programs and staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Establish and maintain effective and positive working relationships with the business community, employees, contractors, other agencies, public officials and the general public.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Properly and effectively use word processing, spreadsheet and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in business/public administration or related field, and 8 years progressively responsible experience in economic development and/or urban planning, including 2 years in a supervisory or management role and experience in commercial and industrial real estate and mortgage lending, 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; daily use of a keyboard or similar device; regular dealing with distraught or difficult individuals; occasional moving or carrying objects between 20 and 50 pounds; regular attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

Revised: October, 1999
Revised: 11/04
Revised 1/1/09
Revised 4/15

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date