

 **City of Pendleton**

 **Job Description**

 **PDC Associate Director**

|  |  |
| --- | --- |
| **Department**: Administration  | **FLSA**: Non-exempt |
| **Reports to**: City Manager  | **Representation**: SEIU |
| **Pay Range**: SEIU Salary Range 23  | **Date**: July, 2018  |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

This senior level position works under the supervision of the Executive Director of the Pendleton/ Development Commission to initiate, plan, coordinate and implement the Pendleton’s Downtown Riverfront Urban Renewal Plan (PLAN).

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose. Using complete sentences, please describe the various tasks performed on the job which are critical to the successful performance of the job* ***or*** *occupy more than 5 percent of your time. Think in terms of WHAT you do, NOT HOW you do it. Avoid describing procedures. Start each sentence with an action verb. Group tasks which require similar skills/knowledge together. Describe them in such a way as to be clear to someone who does not understand the work performed.)*

1. In conjunction with the PDC Advisory Committee and the PDC, plan and prioritize projects to meet the strategic goals and objectives of the PLAN to maximize the financial impact upon the growth and sustainability of the PLAN.
2. Act as the principal contact for development within the URD. Establish and nurture relationships with architects, developers, contractors and investors to promote investment within the URD, including previously interested developers and investors.
3. Market and promote development/redevelopment opportunities to private sector development interests. Solicit development proposals for projects within the Urban Renewal District (URD).
4. Research, develop and implement initiatives to increase the commercial marketability of properties in the Urban Renewal District. Establish and nurture relationships with local, regional and state resources to maximize Pendleton’s marketing profile.
5. Develop and implement business recruitment, retention and expansion initiatives in collaboration with other economic development organizations in the region.
6. Identify and develop sources of project funding. Establish and nurture relationships with outside organizations, including governmental and private, that may provide grants or loans for economic development.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Oversee grant applications and the administration of them for projects within the URD.
2. In conjunction with the Executive Director, negotiate development contracts with private developers for projects within the URD.
3. Develop and maintain inventories of retail and commercial business opportunities and assets.
4. Maintain inventories of buildings requiring restoration or remodeling to become commercially profitable. Work with owners to encourage applying for grants to restore or remodel buildings.
5. Attend meetings as assigned.

**DISTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

Position is distinguished from the Executive Director position by the absence of final authority for policy, direction, planning, contract, budget, and supervisory decisions.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience**

1. A Bachelor’s degree in urban planning, economic development, marketing, public or business administration, or a related field; and
2. Five (5) years of experience in urban economic development, business assistance, commercial development, and public/ private partnerships; or
3. Satisfactory equivalent combination of education and experience.

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in in urban planning, economic development, marketing, public or business administration or a closely related field; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: in urban economic development, business assistance, commercial development, and public/ private partnerships.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of Oregon Urban Renewal law and the Pendleton Downtown Riverfront Urban Renewal Plan.
2. Knowledge of business recruitment methods and techniques, marketing and promotion techniques.
3. Knowledge of operations, organization, policies and ordinances related to Oregon urban renewal and economic development.
4. Knowledge of grant writing and administration of grants related to urban renewal/community development.
5. Knowledge of community market trends in land development, retail, industrial, and office markets.
6. Working knowledge of development costs of office, retail, industrial and commercial buildings.
7. Knowledge of market analytics as they relate to the potential development of a specific site.
8. Knowledge of budget preparation and control.
9. Ability to analyze problems, communicate and collaborate to resolve problems from a practical and strategic standpoint.
10. Ability to communicate professionally with investors & developers locally, regionally and nationally to promote and market Pendleton.
11. Ability to communicate professionally with constituent economic development groups locally & regionally to promote and market Pendleton.
12. Ability to treat certain communications with potential investors & developers confidentially.
13. Ability to report concisely to the Urban Renewal Executive Director and the Pendleton Development Commission.
14. Ability to use computers and other electronic mediums effectively to prepare records, reports, and communicate with customers, civic groups and others.
15. Ability to work independently in the absence of direct supervision.

1. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers, supervisor, patrons, etc., attend meetings, training, etc.
2. Ability to establish and maintain effective working relationships.
3. Ability to work as a team member.
4. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
5. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the PDC Executive Director (City Manager). Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [x]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[x]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. )*

1. Work is performed mostly indoors in a standard temperature-controlled office environment.
2. Overall Strength Rating is Sedentary (see attached description).
3. Position requires fine manipulation skills necessary to operate computers and other standard office equipment.
4. Position requires the vision and hearing capabilities necessary to carry out the essential functions of the position.
5. General hours of work are between 8:00 am and 5:00 p.m. Monday – Friday, however persons in this classification is required to attend evening meetings, and may need to meet with some clients outside standard working hours, including evenings or weekends.
6. May require occasional travel to meetings and/or conferences out of town.

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

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[ ]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[x]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are between 8:00 a.m. – 5:00 p.m. Monday – Friday however persons in this classification are required to attend evening meetings, and may need to meet with some clients outside standard working hours, including evenings or weekends. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Adopted: May, 2014

Revised: July, 2018

Revised: August, 2020

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.