



CITY OF LAKE OSWEGO

REDEVELOPMENT AND ECONOMIC DEVELOPMENT PROGRAM MANAGER CITY MANAGER'S OFFICE

Salary Range: \$100,239.12 - \$121,851.12 annually.

The City of Lake Oswego is seeking an experienced Redevelopment and Economic Development Program Manager to manage the City's redevelopment, urban renewal and economic development programs. The City currently has two urban renewal areas - the East End Redevelopment District located in downtown Lake Oswego and the Lake Grove Village Center Urban Renewal District located along Boones Ferry Road. The Lake Oswego Redevelopment Agency (LORA) is directed by Council acting as the LORA Board.

Key responsibilities and functions can include but are not limited to:

1. Leads the City's redevelopment and urban renewal efforts, including the planning and implementation of urban renewal projects, which includes: developing project plans; defining project tasks and resource requirements; identifying project risks and developing contingency plans; managing project budgets; and communicating with stakeholders.
2. Under the direction of the Lake Oswego Redevelopment Agency (LORA) Board and Executive Director, leads efforts to develop plans new urban renewal areas, including capital and financial plans.
3. Develops and manages the City's economic development strategy, including but not limited to economic development related program activities, procedures, and work plans, and managing contracts.
4. Develops and manages the City's redevelopment budget including capital improvement and asset management plans. Collaborates with the Finance Department to forecast annual urban renewal revenues. Assists with developing the capital improvement plan for urban renewal districts.
5. Represents the City at local, regional and statewide meetings such as Greater Portland Inc, the Clackamas County Business Alliance, Clackamas County, the Mount Hood Territory, and other business and economic development groups. Maintains a productive working relationship with the Lake Oswego Chamber of Commerce.
6. Prepares, negotiates, and administers contracts for and coordinates and monitors the work performed by legal, acquisition, relocation, land use, architecture, engineering and financial consultants.
7. Respond to inquiries from businesses and the general public, including explaining rules, regulations, policies, procedures, addressing issues concerning tax incentives, local companies, sites and infrastructure.
8. Performs other duties of a similar nature or level.

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is to have graduated with a Bachelor's degree in Business Administration, Public Administration, Urban Planning, Economics, Communications, or a related field; and have three to five years of experience managing projects and/or programs in the field of economic development and redevelopment, or have an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience with Urban Planning, Urban Renewal, or Redevelopment is highly desired.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please review the complete job description at www.ci.oswego.or.us/hr.

Application Process: You may visit our web site at www.ci.oswego.or.us/jobs to access the online application process. Resumes will not be accepted in lieu of a completed job application. The City application must be submitted to by:

5:00 P.M., Monday, March 31, 2025

The City of Lake Oswego is committed to fostering a workplace where new ideas and diverse perspectives are valued. This involves hiring a workforce that reflects a variety of skills, expertise, and life experience, including those who may come from a non-traditional background. We will consider any equivalent combination of knowledge, skills, education, and experience that meet the minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

The City is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity and expression, sexual orientation, disability, any other consideration made unlawful under any federal, state, or local law.

As part of our commitment, The City of Lake Oswego will ensure that persons with disabilities are offered reasonable accommodations. Please email your accommodation request to hr@lakeoswego.city before the application deadline.