



## RECRUITMENT ANNOUNCEMENT

**POSITION:** Urban Renewal Program Analyst  
Community Development  
Exempt/Non-Represented  
**Monthly Salary: \$4820 - \$5925 (Grade 16)**

### **PURPOSE OF POSITION:**

This position serves as a project lead to redevelop and enhance downtown Redmond. The position works on a variety of urban renewal programs and projects, including but not limited to: Property Assistance Loan and Grant Program, Business Support Program, downtown parking planning, bicycle and pedestrian access planning, housing development, and the feasibility of an additional Urban Renewal Areas. This position is also expected to effectively engage diverse organizations and interests to successfully resolve routine and complex challenges in the public, private and governmental sectors.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Requirements:**

- Bachelor's degree in public administration, land-use planning, economic development, or closely related fields, plus three (3) years of progressively responsible verifiable work experience in project/program development duties; or any equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the described duties of this position.
- Thorough knowledge of general office practices and procedures; correct and effective use of grammar, business technical writing, spelling, and punctuation. Well-developed writing skills to prepare reports, technical, and procedural documentation. Knowledge of computer systems and software including Outlook, Excel, Word, PowerPoint, Acrobat and FTP sites. Comfortable doing research work, gathering information and making outbound inquiry calls.
- Understand and execute complex oral and written instructions; express ideas and convey information accurately and effectively, orally and in writing; maintain confidentiality; deal effectively with frequent interruptions and several situations at one time; establish priorities and organize own workload; establish and maintain effective working relationships with other employees, public and private offices and the general public; and effectively use business telephone etiquette.

#### **Desired Qualifications:**

For desirable requirements to be considered, one must have met the minimum requirements noted above:

- Two (2) years verifiable work experience with Urban Renewal and Economic Development programs.
- Two (2) years verifiable work experience with principles and practices of Planning.
- Two (2) years verifiable work experience in public facilitation and speaking, working with committees and volunteers and giving presentations to community leaders and stakeholders.
- One (1) year verifiable work experience working in a municipal government setting (City/County).

#### **Special Requirements/Licenses:**

Possession of, or ability to obtain, a valid Oregon driver's license within thirty (30) days from date of hire. Must have a safe driving record.

**HOW TO APPLY:**

An online application is available at this link:

<https://www.governmentjobs.com/careers/RedmondOR>

Complete application packets must be submitted through the online application process by **Sunday, September 1, 2019**.

**Final candidate(s) selected for a position will be required to pass a background check.**

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 72 hours notice to the ADA Coordinator, at (541) 504-3036 or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users or you may contact the ADA Coordinator via email at [access@ci.redmond.or.us](mailto:access@ci.redmond.or.us). If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer  
Drug Free Workplace

**This announcement is not an implied contract and may be modified or revoked without notice.**



## **CITY OF REDMOND**

## **POSITION DESCRIPTION**

**POSITION TITLE:** Urban Renewal Program Analyst  
**DEPARTMENT:** Community Development  
**SALARY GRADE:** Grade 16  
**EMPLOYEE GROUP:** Confidential / Exempt - Non-Represented

### **PURPOSE OF POSITION:**

This position serves as a project lead to redevelop and enhance downtown Redmond. The position works on a variety of urban renewal programs and projects, including but not limited to: Property Assistance Loan and Grant Program, Business Support Program, downtown parking planning, bicycle and pedestrian access planning, housing development, and the feasibility of an additional Urban Renewal Areas. This position is also expected to effectively engage diverse organizations and interests to successfully resolve routine and complex challenges in the public, private and governmental sectors.

### **ESSENTIAL JOB FUNCTIONS:**

Support the Urban Renewal Program Manager in implementing projects, conducting research, engaging with project leads from other City departments, and managing development agreements.

Develop formal and oversee all steps for project solicitations such as Request for Proposals and Request for Qualifications.

Assist with communication between the Urban Renewal Agency, the Downtown Urban Renewal Advisory Committee, other City departments, governmental agencies, neighborhoods and community groups on specific redevelopment efforts.

Engage diverse organizations and interests to successfully resolve routine and complex challenges in the public, private and governmental sectors.

Coordinate multiple, complex development projects and programs, including creating agreements and monitoring project expenditures.

Responsible for monitoring, evaluating and documenting monthly contractual compliance for existing redevelopment projects and reporting non-compliance with recommendation for course of action.

Administer Property Assistance Program, including program promotion, application intake, creation of loan and grant agreements, and tracking of projects in database and file system.

Track and analyze metrics to ensure program effectiveness.

Coordinate, organize and communicate meetings for the City appointed Downtown Urban Renewal Advisory Committee and subcommittee meetings.

Provide staff support to the Urban Renewal Agency, City Council, and City advisory committees and commissions as needed and assigned.

Arrange and/or attend meetings with staff, the public, other agencies, elected officials and interest groups, and represents the City and the department to community groups, government officials, residents, professional organizations and businesses including, but not limited to the Redmond Downtown Association and the Chamber of Commerce.

Participate in program reviews and guideline updates under direction of Urban Renewal Program Manager.

Prepare communications, presentations, and reports for policymakers and management.

Attend professional development workshops and conferences to keep abreast of trends and developments in

the field of Urban Renewal, Economic Development, and downtown management.

Process vouchers for program expenses and tracks budgets.

Assists Urban Renewal Program Manager with other related work as required.

### **COMPETENCIES**

- **Adaptability** – Adapts to changes in the work environment; manages competing demands; able to deal with frequent change or unexpected events; changes approach or method to best fit the situation.
- **Attendance & Punctuality** – Consistently at work and on time: arrives at meetings and appointments on time.
- **Cost Consciousness** – Works within the approved budget; conserves organizational resources.
- **Customer Service** – Manages difficult or emotional customer situations; understands and applies the principles of quality customer service; responds to customer needs and requests for service and assistance; solicits customer feedback to improve service.
- **Dependability** – Follows instructions and responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** – Shows respect and sensitivity for cultural differences; promotes and supports a harassment-free environment.
- **Ethics** – Treats people with respect; inspires the trust of others; works ethically and with integrity; upholds organizational values.
- **Initiative** – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for help when needed.
- **Innovation** – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Interpersonal Skills** – Focuses on cooperatively resolving conflict; maintains confidentiality; actively listens to others without interrupting; conveys a positive image of the City and its services; keeps emotions under control; remains open to others; ideas and tries new things.
- **Judgement** – Displays willingness to make decisions; exhibits sound and accurate judgement; supports and explains the reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Motivation** – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Oral Communication** – Speaks clearly and persuasively; listens and gets clarification; responds well to questions; participates in meetings; demonstrates group presentation skills.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organizational goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- **Planning & Organizing** – Prioritizes and plans work activities; uses time resources efficiently; plans for additional resources; sets goals and objectives.
- **Problem Solving** – Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics; works well in group problem-solving situations.

- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of status or position; inspires respect and trust; accepts responsibility for own actions; follows through on commitments.
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety and Security** – Observes and ensures others observe safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses and ensures others use equipment and materials properly.
- **Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Technical Skills** – Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; present numerical data effectively and accurately; able to read and interpret written information.

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#### **Special Requirements/Licenses:**

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#### **Necessary Knowledge, Skills, and Abilities:**

- Demonstrated outcome-based experience in project development and program administration.
- Ability to read and understand construction drawings / documents.

- Excellent organizational and communication skills.
- Effective analytical, critical thinking, and problem-solving skills.
- Time management skills and ability to organize work for appropriate and timely completion.
- Ability to perform research, compile information, conduct analyses, and compose comprehensive and detailed reports, including staff reports to City Council.
- Ability to work with confidential information.

**SUPERVISION RECEIVED:**

Work is performed under general supervision of the Urban Renewal Program Manager with work being reviewed primarily on the basis of results obtained. Incumbents are expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Computer, including word processing, data base, internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine. This position requires use of City vehicles.

**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.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites.

The noise level in the work environment is usually quiet with the typical office noises and interruptions.

**This description covers the most significant essential and auxiliary duties performed, but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

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

*John Roberts*  
Community Development Director/Deputy City Manager

*August 19, 2019*  
Date

*Keith Leitz*  
Human Resources Director

**Adopted: May 23, 2016**  
**Revised: August 19, 2019**