

# CLASSIFICATION ADDENDUM

## **Job Title:** Community Development Manager

Classification Specification: Manager/Program Manager

Barg Unit: Non

Pay Grade: D61

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Community Development Manager performs duties managing the City's Community and Economic Development Program that provides businesses, community organizations, and citizens with information, guidance, support, and an environment which encourages employment, tourism development, and community services opportunities to achieve community goals. Supervises various citywide development programs; negotiates contracts, development agreements, and authorizes payments; administers various funding sources; evaluates progress and provides program status to funding agencies and officials; serves as City's Enterprise Zone Manager and manages the urban renewal agency's activities; serves on various marketing task forces, committees and work groups; develops, administers, and monitors budgets; coordinates communications with the news media as the primary City contact on economic development and urban renewal issues; prepares, and supervises the preparation of lobbying materials; advises senior staff and elected officials on relevant issues that generate public contact; oversees special events, projects, and activities; formulates funding strategies; negotiates sale and purchase of property, leases, and trades. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of communication, economic development, planning, with progressively responsible experience in managing/supervising an activity or activities involving public information and/or public relations, including management experience.

#### **Licensing Requirements:**

- A valid Oregon driver's license at time of appointment.

#### **Knowledge:**

- Economic development information, goals, issues, programs, practices and processes;
- Funding sources and related regulations; marketing and tourism strategies
- Interaction that occurs between government, business, and the community;
- Principles and practices used in mass communication, marketing, and public relations.

#### **Skills:** *(Demonstrated skill in performing the following)*

- Learning the unique characteristics of the community;
- Preparing, coordinating, and presenting speeches, news releases, and public service announcements; working effectively with the news media.

<b>Essential Characteristics and Duties Addendum</b>
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<b>Qualification For Grade Progression:</b> N/A
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<b>Physical Requirements Addendum</b>
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Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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<b>Addendum History</b>
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