



# City of Umatilla

<b>Job Title:</b>	<b>Community Development Manager</b>	<b>Job Category:</b>	Non-Union; Exempt
<b>Department/Group:</b>	Community Development	<b>Pay Grade:</b>	I Resolution 33-2023
<b>Location:</b>	City Hall	<b>Reports to:</b>	Community Development Director
<b>HR Contact:</b>	Jonathan Egan	<b>Position Type:</b>	Full Time
<b>Supervision:</b>	Works under the direction of the Community Development Director.		
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Bachelor’s Degree with coursework in business administration, economic development, public administration, real estate, marketing, finance, planning, or related field.</li> <li>• At least 5 years of experience in community development, planning or economic development in a municipal setting.</li> <li>• At least 3 years of experience in office management, grant writing and coordination, and project management.</li> <li>• At least 5 years of experience in engaging diverse groups of stakeholders and community organization to facilitate city project or initiatives.</li> <li>• At least 3 years of experience with program development, implementation, and evaluation</li> <li>• Experience with budget development and administration.</li> <li>• Must have valid driver’s license.</li> </ul>			
<b>Job Description</b>			
<p><b>GENERAL PURPOSE</b></p> <p>Provides oversight and direction to the City’s Community Development Department, including supervision of staff, contractors, and volunteers. Performs difficult administrative work building relationships with partners in the community to influence the trajectory of the City’s economic growth and sustainability, and related work as apparent or assigned. Directs, evaluates, and administers development of community programs and projects. This position works closely with community groups, the City Manager, and other Department Directors. Coordinates various grant applications and works with others to ensure grant completion and submission. Work involves setting policies and goals under the direction of the Community Development Director.</p>			

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops and maintains professional working relationships with local ports, partnering agencies, developers, private consultants, citizen groups, community service organizations, and others to retain business and economic development for the city.
- Seek out, develop, and maintain professional working relationships with potential businesses to actively recruit them to the City (could require up to 25% travel)
- Provide technical advice and guidance to applicants, community organizations, elected officials, citizens, and others in the implementation, planning and execution of community development programs and initiatives.
- Assists the Director and Building Official as necessary to support the building division, including assisting customers, issuing permits, review and prepare financial and permit reports. Ability to utilize the e-permitting program and facilitate training of staff and public in the use of e-permitting program.
- Assist with cross-departmental collaboration with the City Manager and department heads to implement capital project.
- Helps to maintain workflow, accountability, and efficiency to meet department and city goals.
- Coordinates various aspects of grant preparation and submission. Communicates with other departments and stakeholders to collect information and provide updates.
- Performs administrative oversight of departmental agreements, contracts, grants, and/or regulatory compliance issues.
- Assists in the development of the department budget, approves expenditure, reviews financial statements, and manages financial operations.
- Works closely with the Director and other department staff in creating, updating, and/or amending master planning documents.

This list is illustrative only and not intended to specify every duty and job responsibility.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience developing and managing partnerships with community organizations.
- Experience representing an organization at community meetings and events.
- Experience leading project teams, including facilitating meetings and keeping team members informed.
- Experience facilitating meetings, workshops, or community events.
- Serves as a City Representative at conferences and meetings with other governmental agencies.
- Skills in developing media, marketing, and storytelling ideas to advance community engagement.
- Plan, organize and administer economic development operations, activities, budget, and staff.
- Experience with the building process and assisting with permit issuance.
- Program development and administration principles and practices.
- Policy and procedure development practices.
- Principles and practices of grant and/or contract administration.
- Monitoring and evaluating subordinates, programs, and contracted partners.
- Making data-based program decisions.
- Creating a culturally inclusive work and community environment.
- Developing and implementing strategic plans.

**TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of community engagement software (such as OpenGov’s Community Feedback). Use of office equipment such as computer, phone, copier, 10-key calculator, fax machine, copy machine, base radio, and automobile.

**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 essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

This position works primarily in a usual office working environment, but has secondary responsibilities outdoors. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines, but also may require use of City vehicles and recreational equipment. The noise level in the work environment is typical of most open office environments when working indoors, and typical ambient noise environments associated with working in an outdoor setting.

Reviewed By:	Brandon Seitz	Date:	November 11, 2022
Approved By:	Dave Stockdale	Date:	November 11, 2022
Last Updated By:	Jonathan Egan	Date/Time:	November 11, 2022

X

David Stockdale  
City Manager