

# Economic Development Manager



City of Tigard



## The Position

*The Economic Development Manager will be a leader in the city, creating and clarifying best practices and programs in view of economic development objectives. They will have considerable creative license in rebuilding the city's Economic Development Program and shaping new initiatives.*

*This position reports directly to the Community Development Director and may supervise one or more employees. In summary, the position:*

- Directly supports businesses across various disciplines and sectors by increasing knowledge of economic assistance programs for existing and prospective businesses, building public support and providing redevelopment assistance.
- Strengthens Tigard's economic position through economic assistance programs including business recruitment, retention and expansion.
- Establishes, maintains and updates incentive programs to encourage commercial investment citywide, and in target zones and districts like downtown and the Tigard Triangle.
- Works with businesses, brokers and developers to increase occupancy and employment density in downtown and citywide.
- Forms recommendations and implements business funding and financing tools, such as tax increment financing, credit enhancement, tax credits, business lending, and federal and state programs under council guidance.
- Adjusts and/or develops appropriate recommendations and growth- management strategies based on regional and local trends, and determines the economic and financial impacts of public assistance or subsidies using measures of tax base expansion, job creation, and direct/ indirect economic multipliers.
- Reviews the availability and zoning of commercial and industrial lands for business recruitment

and expansion. Advises and makes recommendations about industrial land amounts, locations, service provision and contiguity, in future urban growth boundary expansions.

- Works with staff to manage the city's Community Development Code in business expansion and relocation efforts.

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## Measurements for Success

*Benchmarks for the position will be:*

- Successful implementation of the city's economic development objectives under Goal Nine of the Tigard Comprehensive Plan.
- Redevelopment and reactivation of commercial space in downtown Tigard.
- Building resilient and reliable relationships with Tigard businesses and regional partners in the field.
- Establishing new incentive programs to amplify economic activity throughout the city.

## Tigard Key Facts

*The City of Tigard, Oregon (population 52,780) is a family-oriented community southwest of Portland in the metropolitan area, and the 12th largest city in Oregon. Tigard blends the amenities of a modern city with the friendliness of a small town.*

- Tigard is home to over 3,000 businesses employing more than 44,000 workers from around the region.
- As one of the fastest growing cities, Tigard is a key player in the regional economy with a talented and highly skilled workforce.
- Tigard boasts an array of business incentive programs, including the Tigard-Lake Oswego Enterprise Zone, two Vertical Housing Development zones, three federal Opportunity Zones and two urban renewal areas located in Tigard's Town Centers- Downtown and the Tigard Triangle.







## The Ideal Candidate

*The successful candidate will be a proactive, forward-thinking leader with exceptional communication and coordination skills, and the ability to build strong networks in the public, private and nonprofit sectors. Key strengths for this position include:*

- Knowledge in both land-based and knowledge-based economic development practices.
  - The ability to establish trust and credibility with council, the City Manager, business leaders and other departments to successfully meet expectations in the city.
  - The flexibility and skills to effectively represent the city and the department in meetings with outside agencies that include leaders in the community, neighboring cities, regional and state partners, and the public.
  - A regional perspective with a spirit of partnership that advances Tigard's economic interests and a visible presence in the community.
- Extensive experience in economic development, municipal planning, urban renewal, downtown redevelopment, with an understanding of Oregon land use law and state economic incentive programs.
  - An understanding of the city's role in economic development and the opportunity to play a role as regulator, or alternatively, be able to negotiate transactions as a business partner.
  - The ability to exercise latitude and discretion to wisely manage and oversee diverse operations and activities, and efficiently use the city's scarce resources.
  - Expertise and capability to facilitate high-level discussions, influence others to prioritize goals, negotiate consensus and untie around a common purpose.
  - Bilingual candidates are encouraged to apply.

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## Minimum Qualifications

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from a four-year college or university with major coursework in public or business administration, economics, or a related field; **and**
- Five (5) years of increasingly responsible experience in local or regional economic development, including experience with redevelopment and revitalization programs; **and**
- Two (2) years of supervisory experience; or any equivalent combination of experience and training.

## Compensation & Benefits

The annual salary range for the Economic Development Manager is \$81,276–\$108,888 and is dependent upon qualifications and experience. The city also provides an excellent benefits package that includes:

**Retirement:** The city contributes 11% to a 401(a) retirement plan.

**Deferred Compensation:** 3% matching contribution.

**Health & Dental Insurance:** Plans available for employee and dependents through Regence and Kaiser. Employee pays a monthly contribution ranging from \$70 to \$215.

**Other Benefits Include:** Life Insurance, Long-term Disability, Voluntary Employee Benefits Account (VEBA), and Cell Phone privileges. In addition, the city offers a generous leave package that includes Ten Paid Holidays, Paid Time Off, Sick Leave, and an Employee Wellness Program.

To learn more about Tigard's robust benefits package, please visit:  
[www.tigard-or.gov/HR](http://www.tigard-or.gov/HR)



*City of Tigard*

## To Apply

- **Apply online at** [www.tigard-or.gov/jobs](http://www.tigard-or.gov/jobs)  
We do not accept applications that are emailed.
- **Application deadline:**  
July 21, 2019 by 11:59 p.m.
- **IMPORTANT:** In lieu of resumes and cover letters, The City of Tigard evaluates an applicant's work history and responses to supplemental questions. Please complete the application and answer the supplemental questions thoroughly to ensure our subject matter experts can appropriately evaluate your experience.
- **ATTENTION VETERANS:** Please upload your DD214/Separation documentation.

## Supplemental Questions

1. Please describe what you believe to be current best practices in the field of economic development and describe how you have incorporated such practices into an economic development challenge or opportunity.
2. Describe your greatest accomplishment in the field of economic development.