City of Tualatin
Economic Development Program Manager

City of Tualatin
The City of Tualatin, population 26,716, is a dynamic, vibrant community ideally located just 12 miles south of Portland. The City takes pride in being known as a warm and welcoming community for new businesses, retail shoppers, and residents alike. The community values a high quality of life and promotes local pride and a sense of ownership, involvement and belonging. The City of Tualatin recognizes that a fundamental element to the overall quality of life is the health of the community’s economy. As a result of long-range planning and thoughtful policy-making, Tualatin enjoys a diverse economic base.

The City’s relationship to road and rail access has provided a favorable environment for industrial development. Tualatin’s industrial areas are in a prime location and served well by transportation access and with over 600 acres of vacant industrial land, there is a significant opportunity to increase development and employment. Given Tualatin’s diverse employment base, continued opportunity is available to increase employment across sectors and provide a wide range of job types.

Position
The Economic Development Program Manager will develop, implement, and manage the City’s economic development and business assistance program. The Program Manager will maintain close relationships with businesses, property owners, commercial real estate professionals, developers, and other governmental agencies and partners in order to support existing businesses and promote investment and development within the City. H/she will have several priorities which includes: raising the City of Tualatin’s economic development profile, focusing on the available industrial land to ensure that the City is ready for development, collaborating with internal and external stakeholders to implement the updated Economic Development Action Plan, building strong relationships and engaging as a strategic partner with the existing business community, and ensuring a general ease of doing business with the city.

See full position profile at:
http://www.waldronhr.com/images/stories/Position_Specifications/tualatincity_edp m.pdf

Ideal Candidate
The Economic Development Program Manager has an established and respected reputation in the field of economic development. A mature leader, the successful candidate demonstrates the ability to quickly understand strategic goals and objectives and develops creative and innovative programs to support them. The Program Manager is a self-starting, results oriented individual with the willingness to make an immediate impact with minimal guidance. Intuitive with high emotional
intelligence, the ideal candidate is routinely recognized for inventive and resourceful problem-solving, consensus building and demonstrates excellent judgment. Additionally, the Program Manager has excellent project management skills coupled with a strong sense of accountability. The ideal candidate easily bridges business and public sector processes and goals and maintains an understanding of community issues and business needs.

Minimum Qualifications
A minimum of five years demonstrated progressively responsible professional experience in local or regional economic development, planning, commercial real estate, community development, marketing, and/or business management. Program or Project Management expertise with specific experience managing economic development projects and two years in a lead capacity. A Bachelor’s degree in Public Administration, Business Administration, Economics, Marketing, Urban Planning or a related field from an accredited college or university, or any satisfactory equivalent combination of education and experience, which ensures the ability to perform the work, may be substituted.

To Apply
The City of Tualatin is an equal opportunity employer and is dedicated to a policy of non-discrimination. To be considered, please go to candidates.waldronhr.com and submit your resume and a cover letter expressing your interest and fit for the role. Letters should be addressed to Heather Gantz and received no later than January 17, 2014.