



CLASSIFICATION NO. 336
Established: 11/09
FLSA: Exempt
EEO: 2

DEVELOPMENT AGENCY PROGRAM SUPERVISOR

CLASS CHARACTERISTICS

Under direction, to plan, direct, supervise and implement complex, multi-phase development and redevelopment programs and projects; to serve as liaison for complex issues within the development community and among property owners and business associations; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Clackamas County Development Agency (CCDA), within the Department of Transportation and Development, is responsible for formulating and implementing the development area plans and planning and executing amendments, for the purpose of encouraging development, redevelopment and economic growth within plan areas.

The Development Agency Program Supervisor is responsible for managing a variety of complex development and redevelopment programs and projects for parks and open spaces, housing, commercial projects, neighborhood revitalization and infrastructure improvements. The incumbent is also responsible for coordination of interagency agreements, real property acquisition, development and financing negotiations and agreements, budget preparation and management, and program development and customer service.

The Development Agency Program Supervisor differs from the Development Agency Manager, which is responsible for administrative duties, expertise on the specifics of urban renewal and overall management and implementation of all programs and projects within the Development Agency. It differs from the Development Agency Project Planner, Senior by its program management and supervisory responsibility, and involvement in the most complex and politically sensitive projects and issues.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates, plans, organizes and assigns a broad range of development and redevelopment programs and projects; assists in the formulation of new strategies, policies and directions for the Agency; prepares long-range project strategies; oversees the preparation of project work plans, schedules and budgets; evaluates feasibility analyses and monitors project progress and compliance issues; provides staff direction on critical development and redevelopment-related problems and issues.
2. Hires and supervises professional, administrative and technical staff; recruits, trains, schedules and assigns work; prepares performance evaluations; recommends and

administers progressive discipline; conducts and facilitates staff training and development programs; promotes cooperative team efforts among staff and other County and outside agency personnel.

3. Develops and oversees the preparation of CCDA budget for multiple tax increment program budgets; oversees preparation of financial projections to determine appropriate funding requirements; presents budget proposals to CCDA Budget Committee, County Administrator and Board of County Commissioners; monitors revenues and expenditures; supervises CCDA bond sales for the continued financing of urban renewal projects; evaluates program effectiveness and results measured against budget goals.
4. Evaluates and analyzes development and redevelopment projects; participates in the identification and resolution of key internal and external policy issues affecting the Agency; acts as liaison for developers, government agencies, neighborhood and community groups; serves on special committees; makes oral presentations to various stakeholders, including neighborhood and business groups, civic and professional organizations, commissions and councils; reviews staff input on consequences of options or alternatives; may inspect properties proposed for development.
5. Acts as project manager on assigned projects; develops complex and politically sensitive land development proposals with Development Agency Manager; represents CCDA and its interests in processing complex and controversial land development applications for compliance with State Land Use Laws and local development standards; may represent Development Agency interests at pre-application meetings; ensures timely comments from other departments, agencies and the public; negotiates, mitigates and resolves issues in conflict; reviews staff recommendations for administrative actions and public hearings; reviews complex staff reports and findings in support of recommendations.
6. Reviews completed requests for proposals/qualifications; participates in the selection and negotiation of contracts with consultants and contractors; manages multiple consultants in areas of site planning, land use, environmental remediation, traffic and parking analysis and design, including reuse of historical structures; reviews and monitors complex or sensitive contracts; reviews key consultant activities, points of completion and work products; reviews and evaluates financial and market feasibility and restructure for proposed development programs and major projects.
7. Conducts and/or coordinates comprehensive analyses, technical investigations and research on complex planning, land development / redevelopment and economic-related issues; determines methodologies, information resources and techniques to be utilized in planning studies, development feasibility and research.
8. Works with the development community, associations, boards, agencies, commissions, councils, groups, committees and the public to establish long-term cooperative relationships; negotiates inter-agency cooperation and/or funding agreements; reviews and oversees the processing of complex code amendments; reviews development planning staff reports; acts as point person to staff and others for new and revised code interpretation issues; reviews proposed ordinances, resolutions and reports for public review and Commissioner action.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles, methods, practices and procedures of city, County, regional and statewide planning; environmental, social, economic, and legal issues related to County planning and development; land use and design principles and practices; project management and evaluation; statistical methods and their application to planning and economic development projects; principles of community organization and citizen involvement; visual communication principles and practices; public speaking techniques; basic mathematical skills and techniques of monitoring expenditures; English grammar and composition.

Working knowledge of: Principles and techniques of supervision and training; program planning and financial administration; urban renewal funding mechanisms, including tax increment financing.

Skill to: Plan, organize, train, supervise and oversee the work of development, planning and other professionals; communicate effectively, both orally and in writing; manage multiple complex work plans; obtain cooperation from stakeholders, various agency staff, groups, associations, councils and commissions in the processes and activities related to project progress and completion; negotiate and monitor contracts and agreements; prepare and deliver comprehensive and persuasive oral presentations to public and private groups; manage comprehensive research studies; analyze and evaluate complex data and evaluate and make recommendations; direct the preparation of maps, charts and other graphic materials which illustrate planning and development studies; prepare clear and concise reports; interpret and apply appropriate laws, regulations, and codes; complete assigned projects within established budget, schedule and legal guidelines; establish and maintain effective working relationships with the development community, associations, boards, agencies, commissions, councils, groups, committees and the public.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.