



Project Manager -Property Development-

Reports to: Development Director

Pay Grade: 11

Effective Date: September 2019

FLSA Designation: Exempt

General Position Description

The Project Manager coordinates public infrastructure improvements with private development activities as part of the Agency's Participation Program. This work includes the review and processing of program applications for public infrastructure funding. In managing the Participation Program assistance, the Project Manager will score, evaluate and interpret the eligible public costs of development projects and verify project expenses to calculate CCDC's funding paid by reimbursement. Each project also requires agreement negotiation with terms that follow the Participation Program policy and Idaho State Statute

The Project Manager's work also includes strategic assessment and analysis for property acquisition as well as support for Agency owned property disposition. The disposition process includes preparing competitive solicitation documents such as Requests for Qualifications/Proposals, designing specialized assessment methods, conducting reviews of qualifications and proposals, preparing and/or presenting results to a selection committee; and managing active property disposition processes and contract deliverables on selected projects to completion.

To assist in redevelopment projects, the project manager's work includes evaluation of various potential private projects and may include research relating to special projects and approaches for Agency assistance. Work also involves collaboration with private developers on ideas and opportunities to facilitate or enhance project initiation, advancement and completion; advising or negotiating site plans and building forms; calculating and analyzing cost estimates; and managing project expenses within program parameters. In summary, the position manages the Agency's activities and involvement in a private development projects from initiation to completion in keeping with the Participation Program goals and approved agreements.

The Project Manager duties include keeping current on requirements of downtown area planning, zoning, parking and entitlement as well as downtown real estate activity. The Project Manager must have proven skills in commercial real estate development and/or entitlement, analysis and cost estimation; demonstrated success in project management; strong communications and negotiating skills in working with real estate practitioners, developers and governmental regulatory agencies; experience in public competitive selection processes; and knowledge of public and private property development.

The position works independently on assigned tasks with general guidance from the Development Director and input from the Executive Director. The principal duties of this position are performed in a general office setting, however on-the-street familiarity with downtown plans, properties and transportation including on-site review, inspection and evaluation of active projects is required, all in a strong team work environment.

Essential Functions/Major Responsibilities:

(This list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by this position.)

- Manages CCDC's Participation Program to assist private developers through grant application, cost estimating, project analysis, agreement negotiations and monitoring;
- Manages CCDC's property development/land disposition RFQ/P processes from pre-development for design and functional reviews to completion;
- Works with developers to negotiate or assist with site planning, design and building form elements;
- Demonstrates architectural design sensibilities in relation to property development;
- Assists developers to navigate the local building review and permitting process on Agency projects;
- Prepares RFQ/P materials for property disposition; crafts evaluation methods for assessment, reviews proposals and prepares results to selection committee; ensures proposals are compliant with rules and regulations and are publicly defensible;
- Assesses real estate properties for possible acquisition and disposition; keeps current on local real estate pricing and transactions; works with appraisers assisting on specialized appraisals of Agency properties;
- Works with specialized real estate and contract disposition documents which include property valuation, financing, entitlement, construction, and related matters including schedules of performance;
- Calculates and analyzes cost estimates for property development and improvement;
- Establishes, promotes and maintains cooperative and effective working relationships with public officials and governing agencies and staff, real estate professionals, developers, property owners, and the public;
- Writes staff reports, monthly projects updates, and website content for projects
- Presents to Board of Commissioners for project approvals
- Responds to media inquiries as directed
- Assesses development projects to ensure CCDC's goals have been realized. Reviews current needs and makes recommendations to management concerning capital improvements in coordination with private development and/or CCDC property disposition;
- Researches development issues as needed.

Secondary Functions

- Performs/assists with special projects as requested.
- Performs other duties as assigned.

Classification Requirements

The requirements listed below are representative of the ideal knowledge, skill, and/or ability for an individual to be successful in the position.

Knowledge of:

- Urban renewal and economic development;
- Project management or coordination;
- Real estate development and reuse;
- Real estate acquisition/disposition transactional activities;
- Urban planning and design elements;
- City planning and regulatory processes;
- Property development entitlement, permitting and building processes;
- Intergovernmental coordination;
- Public project competitive solicitation approaches, methods and requirements.

Desired Ability and Skill in:

- Managing acquisition and disposition of commercial real estate in compliance with Idaho statutes;
- Managing property development from pre-development through design and functional reviews to completion.
- Analyzing and estimating costs of real estate and real estate improvements.
- Writing, publicizing, negotiating, and managing agreements with private developers.
- Working independently with general guidance from supervisor.
- Making decisions and exercising good judgment; demonstrating political astuteness.
- Organizing and successfully completing a variety of complex projects in the public arena.
- Applying logical and team-based problem solving techniques that build collaboration and ensure maximum use of resources.
- Communicating effectively in the English language at a level necessary for efficient job performance.
- Interacting with governmental representatives and the general public in a professional, courteous, and customer-service oriented manner.
- Writing and processing legible documents appropriately and keeping organized records;
- Preparing detailed, complete and timely reports and related documentation;
- Managing a variety of competing tasks and priorities and meeting deadlines.
- Taking initiative, overcoming obstacles and maintaining momentum on assignments.
- Performing effectively in a complex political environment.
- Anticipating questions, issues and concerns and acting as an effective troubleshooter.
- Remaining poised in dealing with people in difficult situations; exercising tact and diplomacy.
- Explaining complex issues and projects to the general public in an understandable way.
- Operating a personal computer with word processing, spreadsheets, presentations, graphics and publication layout.
- Maintaining confidentiality of all matters.

Acceptable Experience and Training:

- Bachelor's Degree in Real Estate Development, Public Administration, Business Finance/Accounting, Urban Planning, or a related field; and
- Four (4) years of responsible experience project management or project coordination in the real estate sector; and
- Two (2) years' experience working with contracting and managing agreements; or
- Any combination of experience and training that provides the equivalent scope of knowledge, skill and technical ability to properly perform the work as described.

Physical Demands & Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary work environment for this position is office however field work involving construction sites is involved in project management and the ability to negotiate/inspect an active construction site environment is essential. While performing the duties of this classification, the employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, reach with hands and arms, or manipulate tools used in performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus; research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, communicate effectively in person, by telephone or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Approval:

John Brunelle, Executive Director

Date