



Job Announcement

Project Manager – Capital Improvements Full-Time, Regular Position

Pay Grade Range: \$63,891 - \$89,512
Hiring Range: \$63,891 - \$76,702 DOE
Competitive Benefit Package

Review of Applications Begins September, 30 2020

Capital City Development Corporation (“CCDC”), Boise’s redevelopment agency, is a transparent, highly visible, public organization governed by a seven-member Board of Commissioners. The Agency’s mission is to ignite diverse economic growth, build vibrant urban centers, and promote healthy community design. The Agency does so by operating five urban renewal districts and the ParkBOI public parking system.

CCDC is seeking a qualified professional passionate about shaping Boise’s growth and quality of life. Someone interested in urban aspects of the built environment, experienced in design and construction of public infrastructure and amenities, and excited by the opportunity to lead capital construction projects through collaborative processes that involve diverse stakeholders.

The Project Manager – Capital Improvements position focuses on implementing CCDC’s [Five Year Capital Improvement Plan](#). Projects range in size from \$250,000 to multi-million dollar budgets and vary in type—including streetscape enhancements, public plazas, urban parks, alley improvements, bicycle and transit facilities, parking garage upgrades and major maintenance, multi-modal pathways, utility undergrounding, and various other urban public spaces and street reconfigurations. Conducting these projects involves managing all project stages—from public outreach and initial concepts to completed construction for public use.

This externally visible position interacts with government officials, developers, and stakeholders on building consensus about design strategies that enhance and/or improve capital projects. The ideal candidate is confident in public speaking with a professional and friendly demeanor when participating in public engagement activities.

This position requires a background in capital project construction, urban design, and contract management. The position works independently on projects with supervision from the Placemaking & Infrastructure Assistant Director as well as general guidance from the Development Director. The principal duties of this position are performed in a general office setting, including field inspection of active construction projects and in a strong teamwork environment.

Primary Job Responsibilities:

- Plans, organizes and coordinates the scoping, public engagement, concept generation, design, bidding, and construction of a variety of mid-to-large sized capital construction projects
- Serves as CCDC expert for urban design and public spaces. Establishes design goals and

strategies in line with City and CCDC's redevelopment goals and capital plans.

- Functions as CCDC's owner representative on capital construction projects. Monitors and manages contract compliance, schedule, budget and overall project status with general goals of delivering projects as designed, on-time, and on-budget.
- Performs public speaking and public presentations, effectively leads large meetings attended by various stakeholders, participates in project-specific public engagement activities with the general public, conducts intergovernmental coordination to advance plans and projects.
- Researches and conducts specialized studies and assessments for placemaking, infrastructure, and mobility improvement projects.

Minimum Qualifications:

- Bachelor's Degree in Landscape Architecture, Urban Planning, Architecture or a related field;
- Four (4) years of responsible experience in intermediate capital improvement project management or related area, including planning, scheduling and fiscal coordination of multi-phase projects;
- Two (2) years of experience working in a public governmental environment preparing or working with master plans, design and development issues and/or performing development project assessments;
- Strong interpersonal skills, utilizing both written and verbal communications in working with governmental regulatory agencies, contractors, consultants, developers, business owners, and general public; and,
- Experience with contract management and public works construction projects.
- 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.

Desired Qualifications:

- Master's Degree in Business, Real Estate, Landscape Architecture, Urban Planning, or a related field;
- Professional licensure, certification, or accreditation in urban design, urban planning, placemaking, master planning, or community development;
- Experience with Public Works construction, specifically projects located in a downtown environment;
- Working knowledge of City of Boise's comprehensive plan, ACHD, and City of Boise entitlement and permitting processes.

CCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

An offer of employment may be subject to background and reference checks.

Interested individuals should **submit a cover letter and resume** to:

Capital City Development Corporation
121 N. 9th. St., Suite 501,
Boise, ID 83702

Or, submit electronically to info@ccdcbiose.com. More information about CCDC and this position, including the full job description, can be found at <https://ccdcbiose.com/the-agency/careers/>