



Job Announcement

Project Manager – Capital Improvements

Job Type: Full-Time, Exempt

Hiring range: \$81,261 - \$97,555 DOE

Benefits include:

- Blue Cross of Idaho: medical, dental, and vision plans
- Enrollment in the Public Employee Retirement System of Idaho (PERSI) and optional PERSI Choice 401k with up to 5% employer match
- Optional State of Idaho 457(b) Plan
- Life Insurance; Short-Term and Long-Term Disability
- Paid Holidays and Sick Leave
- This position is eligible for a hybrid work schedule

About Us:

Capital City Development Corporation (CCDC) is the redevelopment agency for Boise, Idaho, founded by the City of Boise in 1965 to function as the City's urban renewal agency. CCDC is a public agency governed by an appointed Board of Commissioners that catalyzes investment in the city through its own capital projects and public-private partnerships. CCDC focuses its work on economic development, infrastructure, place making, and mobility in six redevelopment districts. We are here to help the Boise community thrive in a sustainable economy where an exceptional built environment and excellent business opportunities are in harmony. Through our work, CCDC ignites diverse economic growth, builds attractive urban centers, and promotes healthy community design. Our office is located in the heart of downtown Boise near 9th and Idaho Streets.

This Opportunity:

CCDC is seeking a qualified professional passionate about shaping Boise's growth and quality of life. Our ideal candidate is someone interested in managing capital projects that improve the city's built environment, specifically within its public realm. We are looking for someone ready to bring their previous experience and a desire to develop new skills to our team. Employees must be based within driving distance of the CCDC office located in downtown Boise near the intersection of 9th and Idaho Streets.

About your role in the position:

As a Project Manager for Capital Improvements, you will lead collaborative projects with public and private partners that build great public spaces. Working independently, you will carry out a wide variety of management duties that improve parks, plazas, streetscapes, utilities,



stormwater drainage systems, multi-use pathways, bike facilities, and public art, overseeing everything from initial concept development to final construction. You will work closely with a variety of stakeholders including public agencies, developers, and businesses to ensure that projects are completed on time, within budget, and to the highest quality standards.

Key Responsibilities:

- Plan, organize, and coordinate the scoping, design, permitting, and construction of capital improvement projects
- Manage project schedules, budgets, and quality control
- Manage stakeholder expectations and guide consensus-driven public processes
- Provide accurate and timely project information for external communications
- Initiate, help prepare, and administer Requests For Proposals for professional services contracts and Requests For Qualifications for construction contracts
- Ensure project compliance with contracts and overall status
- Prepare and deliver project presentations for review and approval
- Coordinate with interagency governing boards and staff, interest groups, property owners, contractors, and the public
- Negotiate and manage partnerships
- Resolve project conflicts and issues

Qualifications:

- Bachelor's degree in Landscape Architecture, Urban Planning, Construction Management, Architecture, Engineering, or a related field
- Four (4) years of experience in capital improvement project management or related work
- Two (2) years of experience working in or with government on project planning or development related issues
- Strong knowledge of urban planning, public works construction, and public procurement processes
- Excellent communication, negotiation, and problem-solving skills
- Ability to work independently with general guidance from supervisors
- Proficiency in Microsoft Office Suite and project management software

You are:

- Honest, ethical, and trustworthy – this is at the heart of everything we do, both as our duty to the community and as an Agency value.
- Self-motivated with excellent organizational skills – you're not afraid to pick up the phone or track down the answers.
- Results-oriented with a positive attitude – we enjoy collaborating with other stakeholders and see commitments through to completion.
- Professional demeanor with a strong work ethic – we honor our word, communicate transparently, and give our best to the work we are accountable for.
- Interested in learning and expanding capabilities – we regularly seek out feedback, while pursuing opportunities to grow our knowledge and skills.

Join Our Team:

If you are a dedicated, self-driven professional with a willingness to challenge the status quo and a passion for building great public spaces, we encourage you to apply. Join our team and make a significant impact on our community's growth and prosperity.

To apply, please submit your resume and a cover letter to hrcjobs@ameriben.com.

In the cover letter, please describe what interests you most about this opportunity.

CCDC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Screening of applications will begin immediately, and the selection process will advance upon receipt of qualified candidates. **The opportunity will remain open until March 22, 2024, or until filled.**

CCDC thanks all applicants for their interest, but only those selected for an interview will be contacted.

