



CITY OF TUALATIN, OREGON

“DEDICATED TO QUALITY SERVICE FOR OUR CITIZENS”

ECONOMIC DEVELOPMENT PROGRAM MANAGER

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TUALATIN COMMUNITY

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.

While Tualatin has grown substantially in the last two decades, the residents continue to value the community's small town atmosphere, affordability and family friendly environment. In the most recent satisfaction survey, 84% of residents rated the quality of life in Tualatin as "excellent" or "good."

Ideally located along Interstate-5 between Interstate-205, Highway 99W and Highway 217, Tualatin is also a short distance to regional adventure: skiing, snowboarding, and sledding on majestic Mt. Hood in the Cascade Mountain Range; family-friendly summer water activities on the central Oregon Coast; national-level wind-surfing or parasailing on the mighty Columbia River, while enjoying the striking natural beauty of Multnomah Falls in the Columbia Gorge National Recreation Area.

QUALITY OF LIFE

Downtown Tualatin

Downtown Tualatin is not only the center for local commerce and businesses, it also functions as the central meeting place and the community living room. Thus, it is known locally as the Tualatin Commons. The central aspect of the Tualatin Commons is a lake and public plaza. Surrounding the public gathering space is a mix of high quality residential dwellings, retail, and professional service employment opportunities.

Shopping

Tualatin is home to one of the premier destination shopping centers in Oregon. Bridgeport Village is an upscale lifestyle shopping center that includes over 90 retail stores and restaurants.

Schools

The public school system in Tualatin is part of the Tigard-Tualatin School District. District wide, student achievement in math, science, and reading consistently outpaces the rest of the State of Oregon. In 2011, the Center for American Progress concluded that the Tigard-Tualatin School District had one of the highest returns on education investment statewide.

Parks

There are over 200 acres of well-maintained community parks, trails and natural areas within the City of Tualatin. Park amenities include sports complexes, shelters, boat docks along the Tualatin River and vast areas of open space.

Recreation

The City of Tualatin and other community groups organize regular recreational opportunities that range from canoe rentals and trips to world class festivals. In 2009, the Giant Pumpkin Regatta on the Lake at the Commons was named the best festival in Oregon. Tualatin is also the home of the nation's oldest Crawfish Festival west of the Mississippi River. In addition to these marquee festivals, numerous other events are held each year including weekly summer concerts and a local farmers market.

TUALATIN GOVERNMENT

The City of Tualatin is organized under the Council/Manager form of government, with the City Manager serving as the administrative head of the organization. The current City Manager has served since December 2006 and is only the organization's fourth City Manager. The City has a history of progressive leadership with stable and civil governing bodies, and a commitment to improving the quality of life through well-managed, responsive city services, and a record of fiscal prudence.

The organization is made up of 20 divisions within seven departments responsible for all services except fire, which is provided through a special district, Tualatin Valley Fire & Rescue. The total fiscal year 2013-2014 budget is \$74 million.

The Community Development Department is comprised of the Engineering, Planning, Building and Economic Development Divisions and is led by the Assistant City Manager. The department has a total of 20.25 FTE and the Economic Development Program Manager reports directly to the Assistant City Manager.

Additional city materials and resources may be found at www.tualatinoregon.gov.



ECONOMIC DEVELOPMENT OPPORTUNITIES

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.

TUALATIN BY THE NUMBERS

1,684

NUMBER OF BUSINESS LICENSES

22,158

TOTAL EMPLOYEES IN TUALATIN

\$1.026 billion

TOTAL PAYROLL IN TUALATIN

- **Available Vacant Industrial Land** - Tualatin's relationship to road and rail access has provided a favorable environment for industrial development. The City's industrial areas are in a prime location and served well by transportation access. With over 600 acres of vacant industrial land, there is a significant opportunity to increase development and employment.
- **Diverse Employment Base** - Given Tualatin's diverse employment base, continued opportunity is available to increase employment across sectors and provide a wide range of job types. Manufacturing, Wholesale Trade, Healthcare and Retail are top industries with Manufacturing ranking in the top 5 in Employment, Average Pay and Total Pay.
- **Enhanced Permit Process** - Tualatin is known for high quality development and prides itself on being an accessible, agile and welcoming community for businesses of all types. The City has streamlined its permitting process, making it more efficient while still focusing on providing excellent customer service.



POSITION

The Economic Development Program Manager develops, implements, and manages the City's economic development and business assistance program. The Program Manager maintains 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.

Specifically, the Economic Development Program Manager develops and manages economic development program policies, procedures, and work plans and researches, directs, and implements programs and projects that support industrial development, including economic development tools and targeted legislative efforts. The Program Manager performs as lead project manager for the City's efforts related to business recruitment, existing business retention and expansion and effectively leverages internal resources to accomplish the program's goals. Additionally, the Economic Development Program Manager identifies prospects and manages business development activities, which include building relationships, developing prospects, directly assisting companies with site location efforts and working with regional and State partners to close deals.

PRIORITIES

- Raise the City of Tualatin's economic development profile. Blend the Council's vision with the community's vision to retain and recruit businesses. Continue to effectively partner with State and regional entities including Westside Economic Alliance, Business Oregon and Greater Portland, Inc.
- Focus on the available industrial land. Utilize economic development tools to ensure the City is development ready and work to increase development and employment density throughout the industrial areas.
- Collaborate with internal and external stakeholders to implement the updated Economic Development Action Plan. As the Program lead, remain accountable and ensure priorities are completed on time and in a manner that works for the community, businesses and citizens.
- Build strong relationships and engage as a strategic partner with the existing business community. With a focus on business retention, identify, formulate and implement economic development programs, projects and partnerships that contribute to business success.
- Ensure a general ease of doing business with the city, becoming a trusted and go-to partner for all process related items. Continuously identify opportunities to improve operations and procedures, decrease response times and streamline work processes to ensure Tualatin is business friendly and customer service focused.

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.

The Program Manager is a clear thinker and works proactively with city staff, business owners, and others, to drive successful economic development programs. Specifically, the preferred candidate leverages internal resources, effectively utilizing and engaging those around them. The ideal candidate demonstrates competencies in business development, marketing, and branding. 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.

A dynamic and engaging individual, the Economic Development Program Manager is an adept relationship builder that successfully develops collaborative partnerships. The Program Manager is an outstanding communicator with an honest, transparent approach, adapting communication styles to meet the needs of the audience. The ideal candidate is politically savvy and helps others work through complex issues.

The Economic Development Program Manager has broad experience in city planning, economic development, and private development. The successful candidate brings a business mindset and has a proven track record of attracting businesses, ideally medium and large businesses. The preferred candidate has industrial development experience and maintains knowledge of industrial development trends. Additionally, the Program Manager maintains awareness of new trends and developments in the broader field of economic development and incorporates as necessary. The ideal candidate understands incentives and alternative funding sources and demonstrates experience with grants.

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.



COMPENSATION AND BENEFITS

Salary: This full-time position has an annual salary range of \$74,401 - \$94,264. Final compensation package is dependent upon qualifications.

Retirement: The City is a member of the Oregon Public Employees Retirement System. Employees are required to make the 6% employee contribution.

Deferred Compensation and Flexible Spending Accounts: The City offers three voluntary deferred compensation programs. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.

Insurances: The City provides life insurance and long term disability as well as offers comprehensive health plan options which require an employee co-pay.

Leave: Vacation accrual is based upon years of service. Sick leave accrues at the rate of eight hours per month. There are eleven annual paid holidays.

Miscellaneous: A city vehicle is available for city business during regular workdays. Reimbursement at the current IRS rate is provided for use of a personal vehicle when attending off-hour events.

This position is represented by the Tualatin Employee's Association.

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.



Waldron is honored to partner with the City of Tualatin in the search for an Economic Development Program Manager. We believe in and support the work of the City of Tualatin and we are doing our best to recruit a talented leader who will contribute to their mission. As the consulting partner strategic leaders choose to help attract, engage, and inspire effective leaders, Waldron provides a unique combination of executive search, leadership development and career transition services across sectors and industries. Our passion is helping people and organizations realize their full potential and increase their impact.



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