



Career Opportunity

The Portland Development Commission's Vision

is to be a catalyst for positive change in the creation of a world-class 21st Century city; a city in which economic prosperity, quality housing and employment opportunities are available to all.

The Portland Development Commission's Mission

is to bring together resources to achieve Portland's Vision of a sustainable community with healthy neighborhoods, a vibrant urban core, a strong regional economy and quality jobs for all citizens.

Project Program Coordinator

This position is represented and is exempt.

Recruitment #70101

Salary Range: \$62,814.47 - \$77,215.02

Opens: 08/17/10 Closes: 08/27/10, EOB (5:00pm)

The Portland Development Commission

has a positive and productive workforce, whose members are energized, enthusiastic, and firmly aligned with agency goals and have the tools and resources they need to get the job done. The PDC is currently seeking to complement its workforce with the addition of a Project Program Coordinator. This position is within the Urban Development Department – Business & Industry Division and reports to the Business & Industry Manager.

this is an internal/external recruitment **this is an internal only recruitment**

How To Apply

- Complete application, and required supplemental questions (if required, supplemental questions are at the end of this job posting), available as a paperless, on-line process or a printable PDF form at www.pdc.us/jobs, and mail to:

Human Resources, PDC, 222 NW 5th Avenue, Portland, OR, 97209

Application materials may also be picked up from the Portland Development Commission during business hours, 8am-5pm, at the address listed above. Applicants not living or working in the Portland area may call the Human Resources department, 503-823-4896, to receive an application packet by mail. Please let Human Resources know if you will need a reasonable accommodation in order to participate in the application and selection process. PDC is an equal opportunity employer. At PDC we enjoy and encourage a diverse workforce and welcome people of all backgrounds, ethnicity, and culture to apply. Reasonable accommodation is provided upon request for individuals with disabilities.

*Applicant materials that are incomplete, or are received after the closing date will not be considered.

Position Summary

Plans, organizes, coordinates, implements, reviews and participates in small to moderate sized projects and programs related to the development of Portland's creative community specifically in the areas of film & video, digital media, animation and related industries. Supports implementation of the City's five-year Economic Development Strategy and leads business retention, expansion and recruitment projects and initiatives to support the aforementioned industries.

Primary duties include preparing, coordinating and conducting business and industry research, retention and recruitment activities/projects, implementing industry plans, coordinating, preparing and reviewing documents for retention, expansion and recruitment prospects, working with start-up firms, and serving as the City of Portland's primary liaison to the film & video industry. Works closely with City, State, Regional and Federal agencies, businesses, industry associations and private developers to ensure projects and programs are consistent with City's economic development goals, standards and policies. Contributes to PDC and City's development and neighborhood revitalization goals through participation on geographically focused teams.

Essential Functions & Major Responsibilities

- A. **Industry Support.** Participates as a core member of PDC's Activewear and Design team within the Urban Development Department (UDD) Business & Industry team. Coordinates and prepares materials for PDC and/or regional retention and recruitment projects for film & video, animation, digital media and related industries. Conducts business retention, expansion and recruitment visits in assigned industries as appropriate. Coordinates, manages and implements industry framework activities, workplans, budgets and initiatives. Coordinates PDC's response to requests from start-up, retention, expansion and recruitment prospects including but not limited to site location, demographic or workforce data and financial incentives. This work can also include coordinating project related technical and policy negotiations with the City, Regional, State and Federal agencies.
- B. **Film Permitting Specialist.** Serves as a one-stop resource for production, film & video, and photography companies and projects seeking to film in the City of Portland. Position works with permitting specialists and representatives of city, state and regional bureaus/agencies, neighborhoods and businesses to facilitate coordinated responses to production needs and requests and further Portland's position as a film & video hub. Position provides consistency, familiarity and expertise to the industry, both local and out-of-area and works closely with the Governor's Office of Film & Video and the Mayor's creative director. Responsibilities include intake of production ad needs information; coordination with functional permitting departments of the City of Portland; marshalling permit applications through the permit process including insurance needs. And for larger productions with a wider impact, coordinates orientation sessions with production staff and the representatives of bureaus/agencies that may be issuing permits including City, TriMet, and state agencies. Manages Mayor's Film & Video website. Position is responsible for reporting on the film & video industry and their regional economic impact as well as determining opportunities to market Portland as a location for film & video companies and productions.
- C. **Project and Time Management.** Develops and manages detailed workplans to accomplish goals. Solid understanding of project management techniques including design of GANTT charts or proficiency in Microsoft Project. Excellent organizational skill and ability to prioritize projects/tasks given that this position will work with a wide range of projects and initiatives, and in some cases requires significant day-to-day client assistance in navigating City policies, procedures and resources.
- D. **Communications.** Displays strong written, verbal, formal and informal communications with a variety of contacts including public officials, industry leaders, City bureaus, regional and state government agencies. Presents project related updates

including the development of internal and external project related documents and status reports, including presentation to PDC leadership, Board and/or City Council members. Establishes regular communication with PDC project/program parties and works to strategize most effective approach to complete projects and overcome obstacles.

- E. **Contract Management.** Defines scope of work for professional consultants and partner agencies. Prepares requests for proposals/qualifications, collaborates with internal partners to select and finalize agreements with contractors and consultants, manages those contracts and consultant work, reviews project invoices for accuracy and approves payments. Assists in negotiation of legal agreements and in obtaining Commission approval.
- F. **Marketing.** Collects information, data and analysis and presents information in a user-friendly format. Updates and maintains film & video and other marketing material and collateral including Mayor's Film & Video website, industry profile, films, websites and social networking resources (Twitter, FaceBook, etc.), with input from industry stakeholders. Provides information about key PDC owned/controlled sites/properties to prospects.

Additional Responsibilities and Functions

- A. May serve on various Commission committees and Urban Development Department cross-functional project teams.
- B. May serve on committees external to City and PDC related to industry and/or economic development goals.
- C. Assists with other projects during peak periods.
- D. Performs a variety of special projects and analyses as assigned.

Job Scope

Position encounters a wide diversity of work situations, sometimes controversial in nature. Job involves a moderate to high degree of complexity due to dynamic nature of the economic and financial markets, differing and sometimes competing stakeholder agendas and limited resources. Organizes and implements new programs aligned with Business and Industry goals and objectives. Designs and conducts public meetings with industry leaders and multiple interested parties, representing public, private and non-profit sectors. Uses discretion and tact when dealing with the public and elected officials. Position receives general supervision and determines own day-to-day practices for project/program implementation. Has partial budgetary preparation/compliance accountability for operational and strategic planning. Manages consultant contracts to ensure accountability for deliverables within agreed contract rates and amounts. Consensus building skills and ability to work collaboratively are important components of this position.

Interpersonal Contacts

Contacts are normally made with others both inside and outside PDC. External contacts include the general public, large and small businesses, citizen/community groups, Commissioners' staff, legal counsel, media, lenders, developers, investors, and other City, State and Federal governmental agencies. Internal contacts are Commission wide. Frequently encounters confidential/sensitive matters necessitating discretion at all times. Contacts are usually made on own initiative and are made face-to-face, by telephone, public speaking and written correspondence. Position is expected to accurately and effectively represent Commission policy and interests in all contacts. Community relationship building is a key interpersonal skill.

Supervisory Responsibilities

Position is not supervisory, but may manage the work of consultants and may coordinate the work of other technical, temporary or administrative staff.

Required Knowledge and Skills

Possess strong written, oral and interpersonal communication skills. Capable of interacting effectively with staff, industry leaders, elected officials, and the community and of building consensus among all stakeholders. Public speaking experience and skills are required. Excellent organizational skills and project and time management techniques. Ability to prioritize work/tasks. Knowledge of film and video and/or related industry and/or connections with industry. Knowledge of economic development related analysis, consultant hiring and management. Possess effective team leadership skills. Proficiency in computer applications such as word processing, spreadsheets and presentation software is essential. Ability to organize, analyze, simplify and report complex data and information.

Required Education and/or Experience

Bachelors or Masters degree in planning, arts, economics, business, finance or related field. With Bachelors degree, minimum of 4 years experience in industry, business management, planning, marketing, arts or related field; with Masters degree, minimum of two years overall experience in business management, planning, marketing or related field.

Physical Requirements

Persons with disabilities may be able to perform the essential duties of this position with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirement for the job, the limitations related to the disability and the ability of the agency to accommodate the limitation.

Working Conditions

Standard office hours are from 8:00 AM to 5:00 p.m., Monday through Friday. Additional hours may be required to meet assignment deadlines, especially as film and video industry often works outside these hours. Attendance at evening and weekend meetings may be needed. May attend meetings outside the office to conduct outreach, education, etc. and may include travel outside the Portland region.

Supplemental Questions

1. What are the key questions/concerns for a film production scouting potential sites? What role does the Mayor's Film & Video have in supporting film & video productions in the City of Portland?
2. There are circumstances where the neighbors, businesses, film or production company and city have differing opinions and viewpoints, and those differences need to be resolved to reach a mutually agreed upon outcome. Provide an example that demonstrates your experience in resolving a complex situation with high stakes and visibility. Who were the stakeholders? What were their interests? How did you reach an outcome that was satisfactory to all?
3. Please explain your project management training and experience.
4. Customer service is a critical function of this position and often the timeline is compressed with competing demands of your time. Please describe your customer service ethic and the approach you would use in this position. From your experience, provide an example showing how you've responded to requests in a professional and timely manner.
5. Describe your process for setting goals for yourself.