



CITY OF BELLEVUE
invites applications for the position of:

Economic Development Coordinator

SALARY: \$37.52 - \$51.76 Hourly
\$6,503.09 - \$8,972.55 Monthly
\$78,037.08 - \$107,670.60 Annually

OPENING DATE: 07/07/21

CLOSING DATE: 07/21/21 05:00 PM

JOB SUMMARY:

Bellevue is a city in transition. As Seattle's largest neighbor, we are a welcoming, multicultural, innovation-focused community that attracts technology pioneers, outdoor enthusiasts, and pragmatists from around the world. Over 40% of Bellevuers are foreign born. Major employers including Microsoft, Alibaba, Amazon, SAP Concur, and T-Mobile, attract an international talent pool enriching our community and providing our economy with a global edge.

In the coming years the city will add more than 30,000 jobs and our first light rail line, marking important milestones for our region. As the city grows, our workers, visitors, and residents are seeking more walkable neighborhoods, community-driven experiences, and high-quality public spaces. The City is working hard to redevelop transit-adjacent areas and build the organizational infrastructure to meet their needs. As part of the Cultural and Economic Development division (CED), you will help us build and mature systems related to transit-oriented development and capacity building in these neighborhoods.

Working under direction of the Public Private Partnership Manager, you'll work on a broad portfolio that includes transit-oriented redevelopment, placemaking efforts in six business districts, and creating value-generating partnerships with the private sector.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Ideal candidates will have strong skills in project management, grant administration, and public speaking, and possess a spirit of creativity. We're looking for someone who can wear multiple hats—someone quick on their feet, ready to coordinate many different programs and services at once. Join us in building a diverse, resilient, and creative community in the heart of the beautiful Pacific Northwest.

Consider applying here, if you want to:

- Deliver projects that spur redevelopment and placemaking
- Work in an entrepreneurial, dynamic, and diverse environment.
- Grow your skills in government-sponsored real estate development

Essential functions will include but are not limited to:

- Be the project manager (PM) on the 130th station redevelopment, citywide retail study, and other projects that have a complex constituency
- Implement elements of the Economic Development Plan related to capacity building, small business, and retail
- Move smoothly between alternating roles as a PM, subject matter expert (SME), and individual contributor
- Coordinate and control consultant work.

- Complete short and long-range planning, including master plans, studies and project-specific technical plans.
- Conduct feasibility studies and develop business cases for investments that advance City objectives.
- Coordinate with CED team members and the Planning Division to translate small business needs into policy and code
- Analyze and resolve issues between consultants, departments, local, state, and federal agencies, and property owners to expedite project completion
- Serve as technical advisor to senior management on property transactions and business regulations.
- Manage and track project budgets
- Coordinate with other jurisdictions and external partners to achieve goals
- Lead continuous improvement and change management efforts
- Make persuasive and informative public presentations to a variety of audiences

QUALIFICATIONS:

Education and Experience

- Four or more years of professional related experience in managing construction and capital projects.
- Bachelor's Degree in public administration, construction, project management, engineering, urban planning, or related field.
- Familiarity with Office, Teams, Salesforce, Survey Monkey, and other digital tools.
- Fluency in Japanese, Mandarin, Russian, and/or Spanish is a plus.
- PMP, PgMP, ACP, Scrum Master, or similar certification is a plus.

Knowledge, skills, and competencies

- Requires expert understanding of public processes and decision-making
- Skilled at reading, analyzing, and producing development proformas
- Skilled at communicating technical and financial real estate information to non-technical audiences
- **Project Management:** Experience using PMI or similar methodology for project management is highly desirable.
- **Customer Focus:** We are focused on the needs of the customer, and on developing strong relationships with our customers.
- **Instills Trust:** Through authenticity, integrity and honesty, we gain the trust and respect of all of those with whom we work.
- **Communicates Effectively:** We understand the need to develop multimode forms of communication to engage diverse audiences including co-workers, elected officials, and members of diverse cultural and linguistic backgrounds
- **Cultivates Innovation:** We are focused on generating new and creative ways for our organization to be successful.
- **Values Differences:** Recognizing the value that different perspectives and cultures bring to an organization
- **Collaborates:** Building partnerships and working collaboratively with others to meet shared objectives
- **Ensures Accountability:** Establishes explicit performance standards and feedback mechanisms
- **Strategic Mindset:** Seeing ahead to future possibilities and translating them into breakthrough strategies
- **Optimizes Work Processes:** Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement

- **Change Management:** Ability to plan and implement change initiatives. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Ability to remain flexible to meet constantly changing and sometimes opposing demands

OTHER:

At The City of Bellevue, you'll be part of a team committed to providing exceptional customer service, upholding the public interest and being a part of the community vision. Our people bring unique skills and qualities to the table, embrace the values of honesty, accountability and commitment to service, and take pride in the work they do. You'll work in an environment where being innovative, collaborative, and future focused are the status quo. Bellevue welcomes the world. Our diversity is our strength. It's what makes The City of Bellevue an exciting place to work, live, and explore.

Have we peaked your interest yet? Come join our team! 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.

Bellevue is doing its part to reduce the spread of COVID-19 and remains committed to the health and safety of its employees. The work associated with this position may be performed remotely, either full-time or part-time, in compliance with the Governor's Safe Start guidance. There may be situations where the employee is required to physically report to City facilities. Employees reporting to work on-site need to follow safety precautions and procedures as required by the City.

****Please be sure to check your junk folder for further messages about this recruitment**.**

For questions regarding this position please contact Jesse Canedo at JCanedo@bellevuewa.gov

The City of Bellevue is situated between Lake Sammamish and Lake Washington with the Cascades mountain range to the east and the Olympic mountains to the west offering breath-taking panoramic vistas. Bellevue is the Eastside's major urban population center, and is the fifth largest city in Washington State. We are proud of our award winning city and the employees who help make it happen! The City of Bellevue is truly a culturally-enriched destination city to live, work and play! Apply online at www.bellevuewa.gov.

The City of Bellevue values diversity in its workforce and is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, gender identity, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local laws.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.bellevuewa.gov/>

Position #21-00215
ECONOMIC DEVELOPMENT COORDINATOR
KH

PO Box 90012
Bellevue, WA 98009

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Economic Development Coordinator Supplemental Questionnaire

- * 1. Describe your project management training and methodology.
- * 2. In a government-led real estate redevelopment project, how do you balance financial needs with the need to provide public benefits?

* Required Question