Downtown Manager

The City of Eugene's Community Development Division is seeking candidates to fill the role of **Downtown Manager**. As part of the City's Economic Prosperity team, this position will lead the City's efforts to strengthen downtown Eugene's role as the commercial and cultural center of the region. The Downtown Manager will work closely with community organizations, business owners, property owners, private developers, and other public agencies to identify synergies and opportunities to build a safe, clean, and active downtown.

We are seeking an energetic and collaborative individual to join the City of Eugene's Economic Prosperity Team. The successful candidate will develop, recommend, and implement the programs, projects, and partnerships in the greater downtown area. The ideal candidate will have demonstrated experience in the application of professional knowledge and skills in the planning and implementation of downtown management and projects. The position requires a high degree of professionalism, problem-solving skills, and the frequent use of independent judgment. The ability to work in a team and across city departments is mandatory. The successful candidate must be comfortable working on high-profile projects that are subject to public scrutiny.

The Downtown Manager will join the highly motivated and collaborative Economic Prosperity team committed to creating a vibrant community. The team values excellence and empowers innovation. The work is hard, but the rewards are many, including being involved in tangible improvements that will contribute to the economic vitality and livability of Eugene.

In Community Development we recognize the racial injustices that impact those we serve. Our division has started a Racial Equity Literacy program for ourselves, committing time throughout each month to promote awareness and ease of dialogue about how we can improve or better include the lives of Black, Indigenous, and Communities of Color in Eugene, and transform the way we do business by seeing it through a racial equity lens.

Application Deadline: Friday, October 23, 2026, at 5 p.m. P.T.
Accepting Online Applications only through the City of Eugene Website

Information on How to Apply

Classification: Manager 1

Salary: $46.04 - $62.15 hourly / $95,763.20 - $129,272.00 annually

The City of Eugene determines starting pay within the range based on relevant education and experience as provided by the applicant in their application materials. This process is consistent with the Oregon Equal Pay Act (OEPA).

Department, Division: Planning and Development/Community Development

Work Location: 99 W 10th Avenue; Eugene, Oregon. Must reside in the state of Oregon and be able to report onsite for work as needed.

Work Schedule: Monday - Friday: 8:00 am - 5:00 pm

Benefits: The City of Eugene offers robust and competitive benefits. For more information, select the Benefits Tab, or view benefits summaries as well as see information about all employee benefits.

Bilingual Pay Benefit: This position qualifies for up to an additional 5% of base salary for bilingual pay. Please see "Supplemental Information" at the end of the posting for more information.

Example of Duties Performed - Duties may include but are not limited to the following:

Strategic Collaboration and Relationship Cultivation

- Serves as the primary point of contact for inter-departmental and inter-agency collaborative efforts in the Downtown Plan area.
- Develops and maintains relationships with a diverse set of external stakeholders, addressing their ideas and concerns, sharing new information with them, and looking for opportunities to build a strong downtown neighborhood.
- Cultivates trust with internal and external partners, including other departments, other public agencies, non-profit organizations, private businesses, and property owners.
- Analyzes and evaluates the creation and implementation of changes to policies and procedures, guides executive leadership through policy decision-making, and provides information to stakeholders.
- Collaborates with partners to build a sustainable model for the delivery of downtown services, including security, janitorial, and programming.
- Researches and utilizes racial equity principles and practices in managing downtown development efforts, including how the City can build relationships with and support groups that have historically been marginalized.
- Prepares and presents information to City Council, advisory committees, and the public.
- Coordinate with the department's Public Information Officer to implement a Downtown communications strategy including serving as the City's primary Downtown spokesperson, drafting press releases and social media content, and managing webpages related to Downtown.

Placemaking and Management

- Participates in the development, planning, and implementation of program goals and objectives related to all aspects of downtown Eugene, including public safety, social services, physical improvements, events, programming, transportation, and communications.
- Identifies placemaking opportunities in the Downtown Plan area; helps prioritize and develop implementation strategies.
- Supports placemaking efforts, ranging from small, temporary to large, permanent installations. Works with other teams at the City, including Cultural Services, Urban Forestry, Public Works, and Facilities to incorporate art and natural vegetation and to ensure maintenance costs are incorporated into placemaking efforts.
- Stays current on best practices in downtown planning and management and applies those insights to short- and long-term efforts throughout the Downtown Plan area.
- Collaborates with maintenance teams, the Eugene Police Department, and social service providers to ensure the downtown public realm is safe and clean.
- Supports City staff who manage activity permits and regular cleaning and maintenance programs to ensure the programs are supporting a safe, clean, and active downtown.
- Convenes and participates in regular interdepartmental meetings and task teams to coordinate planning, operations, and funding of downtown projects.
- Implements planned placemaking projects; working as the Project Manager or partner depending

on the project type and scale of the project.

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Development and Business Support

- Identifies redevelopment opportunities in the Downtown Plan area; helps prioritize and develop implementation strategies.
- Supports private developers in the planning and construction of new residential and commercial spaces.
- Maintains an awareness and understanding of public and private-sector projects and programs throughout the Downtown Plan area, to identify potential opportunities for synergies.
- Connects potential tenants with vacant commercial spaces; works with private partners to recruit new businesses to the downtown.
- Supports stakeholders to build prosperity among historically marginalized populations.

Administration

- Ensures compliance with policies and legal frameworks governing downtown Eugene (Eugene Code, administrative orders, intergovernmental agreements, etc.)
- Is responsible for the selection, supervision and evaluation of assigned staff.
- Develops, negotiates, and administers contracts and other agreements in alignment with CIty procurement rules
- Applies for and manages grants.
- Manages capital projects.
- Researches, analyzes, interprets, and prepares studies and reports using available data resources.
- Completes designated job tasks, special projects, and all other duties as assigned to meet team, department, and City of Eugene goals while working cooperatively, effectively, and productively in a team environment.
- Actively demonstrates high levels of employee engagement, accountability, coachability, and responsibility for personal performance and results.

Qualifications

Minimum Qualifications

Experience, Education and Training

At least five years of professional experience in project management or program administration. At least one year of supervisory or program experience.

Bachelor's degree from a four-year accredited college or university in Urban Planning, Public Administration, or closely related field, AND four (4) years of professional experience in downtown management OR an equivalent combination of education and experience. A Master's degree in a relevant field is desirable.

Requires a valid Oregon driver's license or ability to obtain by date of hire. Must pass driving records check and, if hired, maintain a driving record that meets the City's standard.

Knowledge

- The principles and practices of downtown development and management strategies.
- Knowledge of relevant federal, state, and local laws, regulations, and procedures concerning downtown development.

- Marketing, public information, and promotional techniques used to promote downtowns.
- The functions and relationships between private and public sector groups in the community.
- The principles and practices of contract negotiation methods and techniques, contract development and contract administration.
- Principles and practices of diversity, equity, and inclusion policies, goals, and related objectives.

Skills and Abilities

- Is flexible and able to respond to shifting priorities and competing demands and be comfortable with uncertainty.
- Can maintain a positive outlook while facing setbacks and skepticism.
- Can work effectively in time-sensitive situations to meet deadlines; coordinate multiple projects and complex tasks concurrently.
- Exercises sound independent judgment and demonstrates initiative and creativity, with minimal supervision.
- Communicates complex material clearly, logically, and concisely, both orally and in writing, including public presentations to varied audiences, including the general public, business community, and elected officials.
- Can research, analyze and prepare highly technical funding proposals, contracts, and financial reports.
- Can analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Is a team player and trust builder with colleagues, partners, and diverse public stakeholders. Is responsive to private development parties, providing needed information in a timely manner.
- Has basic computer fluency (Microsoft Office Suite)

Background
Must pass a background check.

The City of Eugene encourages individuals of all communities and backgrounds to apply for job opportunities as we strive to provide the best service to the public. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferable knowledge, skills, and abilities from a variety of sources and experiences. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Supplemental Information

Bilingual Pay Benefit
This benefit compensates non-represented employees up to 5% of their base salary. To qualify for bilingual pay, the employee must demonstrate fluency in an eligible language and pass a language proficiency test that is administrated by the City's Employee Resource Center division.

Non-Represented Retirement Program
Upon eligibility, the City will contribute an employee contribution of 6%, as well as the employer contribution,

to a retirement program administered by the Oregon Public Employees' Retirement System (PERS). In addition, the City will pay a 3% contribution to a deferred compensation program if the employee contributes at least 1%.

From January 1, 2020, through December 31, 2034, most retirees may work for a PERS-participating employer for an unlimited number of hours while continuing to receive their pension benefit based on HB 2296. If you have questions about your specific situation, including any restrictions to hours, please refer to the PERS: Work After Retirement.

What to Expect from our Selection Process

Applicants are screened based upon their relevant knowledge, abilities, skills, experience, and training. The selection process varies according to the position and can include such things as screening of supplemental questionnaires, written or skill tests, ability or fitness tests, interviews, and assessment processes. In addition, background investigations and records checks may be required. Some positions also require applicants to have a psychological evaluation and/or physical examination and a drug test prior to employment. Marijuana use is evaluated consistent with current state law regulations. **PLEASE NOTE:** Once the posting closes, the process can take 4-6 weeks to complete.

Diversity, Equity, and Inclusion

The City of Eugene is committed to a respectful work environment. We value the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally responsive services to all members of our community. As part of our commitment to diversity, equity, and inclusion we desire to welcome, respect, and create a sense of belonging for a wide range of identities and experiences in our workforce. Women, people with disabilities, and persons of color are strongly encouraged to apply.

The City of Eugene complies with the **Americans with Disabilities Act of 1990**. Any applicant with a qualified disability under the Americans with Disabilities Act may request accommodation by contacting an employment coordinator at (541) 682-5061.

In compliance with the **Immigration Reform and Control Act of 1986**, the City of Eugene will request all eligible candidates who accept employment with the City to provide documentation to prove they are eligible for employment in the United States. NOTE: The City of Eugene does not participate in the E-Verify program; therefore, candidates requiring E-Verify for employment authorization will not be eligible for employment with the City.

Supplemental Questions:

> The supplemental questionnaire is scored and will be used to determine if you will proceed to the next phase of the selection process. Provide detailed answers to each question. Please do not reference your resume or application in your responses. Communication about our hiring process is primarily done through email and it is recommended to check your email OR governmentjobs.com account regularly after submitting your application.
>
> - I understand
>
> YES

NO

The minimum requirements for the Business Development Manager position include:

Education and Experience

Four and a half years of related professional experience, preferably in the public sector, including at least one year of supervisory or program management experience.

Equivalent to a Bachelor's degree from an accredited college or university in the assigned program area. Additional qualifying professional level experience may be substituted for the educational requirement.

Please select how you meet the requirements for this position.

- I meet the requirements as written above.
- I meet the requirements with a combination of experience and education.
- I do not meet the requirements.

1. Describe your education and experience that makes you an ideal candidate for this position.

2. Provide an example of when you implemented a downtown project or strategy that made a tangible impact in a community. What was the strategy/project, what was your role in implementation, and what was the impact on the community?

3. Describe a time when you faced resistance or frustration from a community partner. How did you work through the situation, maintain the relationship, and ultimately move toward a positive outcome?