



EXECUTIVE DIRECTOR / PROJECT MANAGER

Salary: Depending on qualifications

Application Deadline: February 3, 2020



To Apply

Please submit cover letter, resume, answers to supplemental questions, and completed Agency Employment Application to:

HumanResources@RVCOG.org

Attn: TURA Executive Director Recruitment

Creating Community ~ Talent, Oregon

The Talent Urban Renewal Agency



The Talent Urban Renewal Agency was formed in 1991 as a long term investment strategy by the City to eliminate blight and deterioration and improve assessed values within a defined area in downtown Talent.

The Agency designs and builds streets, sidewalks and parks; replaces old water lines, puts some power lines underground, installs street lights and trees, builds parks and civic spaces, assists economic development and provides facade

improvement grants for commercial and historic structures.

The Agency is managed by an Executive Director and governed by City Council. It is a separate legal and financial entity, with a financial structure different from that of city government.

Talent was first settled in the 1880's as part of the predominantly agricultural economy in the Rogue Valley; today it is a thriving community. Downtown Talent is a compact and walkable community. It boasts a coffee shop, an indoor-outdoor brewpub, several other eateries, live theater, a grocery store, and a Friday evening Farmer's Market during summer months. There are frequent cultural/community events, such as the Harvest Festival and Dia de los Muertos Race. The area is highly accessible by a variety of transportation modes including regional bus service. It is less than a mile from I-5, providing quick access throughout the entire Rogue Valley. Talent is six miles north of Ashland, home to the Oregon Shakespeare Festival, and Medford is about eight miles to the north.

Talent is part of the Phoenix Talent School District. Talent Elementary has been recognized by the State as a "Model School," putting it in the top 10% of schools in Oregon. In addition, the District's High School (Phoenix High School) has received a "Silver" award from US News & World Reports in its recognition of the best High Schools in the country. Talent's family-oriented community also enjoys an Outdoor Discovery Program for grades K – 5 and a Boys & Girls Club. Rogue Community College has campuses in Medford, White City, and Grants Pass. Southern Oregon University, the region's only four-year institution of higher education, is located a few minutes away in Ashland.

Agency Change

The Talent Urban Renewal Agency is currently staffed by employees of the City of Talent with the City Manager acting as the Executive Director for the Agency. Due to workload issues, the TURA Board desires to hire an Executive Director to relieve the burden placed on City staff.



General Roles and Responsibilities

The Executive Director of the Talent Urban Renewal Agency directs the activities of the urban renewal program with an emphasis on project planning and implementation for the Gateway Redevelopment Project, prepares and presents the annual Agency budget, and manages and is responsible for all Agency assets.

The ideal candidate will possess exceptional interpersonal skills with a commitment to collaboration and high quality customer service.

Background Requirements

Education: A Bachelor's degree with major coursework in public administration, business administration, finance, or a closely related field.

Experience: A minimum of five (5) years in public sector administration and project management, as well as real estate transaction experience.

Substitution: Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Knowledge, Skills and Abilities

Knowledge of:

- The principles and practices of urban renewal, public contracting laws, and local budget law.
- Advanced word processing, spreadsheet, presentation, and email software.
- Proper vocabulary, spelling, grammar and usage.

Skill and Ability to:

- Gain an understanding of the goals and history of the Gateway Redevelopment Project in order to guide the community vision into a feasible development project.
- Communicate effectively both orally and in writing, including public presentations and preparation of written reports.
- Manage an RFP process from development to contractor selection.
- Deliver high quality customer service in a professional manner.
- Establish and maintain effective and cooperative working relationships with other employees, city officials and staff, consultants, developers, contractors, and the general public.
- Make sound decisions on matters of major policy and on complex administrative and financial situations.
- Oversee and supervise personnel involved in Agency projects and daily operations.
- Oversee the complex management of an Agency project.



