

Job Title: Commercial Project Manager
Department: Community Development
Reports To: Community Development Director
Open Date: November 16, 2020
Close Date: Open Until Filled
Hiring Salary: \$3,985.44 - \$5,090.90 per month, DOE
Salary Range: \$3,985.44 - \$5,976.35 per month, DOE

To Apply Please Visit: <https://apps.meridiancity.org/jobs/>

Job Summary:

The Commercial Project Manager (CPM) serves as the customer and department liaison for priority commercial development projects, leading high-level corporate customers through the economic development, planning, plan review and inspection processes from pre-application through project completion. In collaboration with the Economic Development Administrator, Current Planning Supervisor and Building Official, leads, prioritizes and expedites the work of assigned technical staff across the multiple disciplines that may require review and approval for various projects. Ensures timely and efficient completion of proposed development projects, with emphasis on commercial projects. Special attention and efforts may be needed for projects which are complex, politically sensitive, or schedule and/or cost-dependent. The CPM serves on the department Leadership Team and leads priority projects through the various stages of development in collaboration with Division Managers under the direction of the Director.

This professional position requires extensive expertise in economic development, development review processes, applicable ordinances as well as the ability to track, monitor and expedite the development review and permitting process of numerous, complex projects simultaneously.

Essential Duties & Responsibilities:

Leads communications with commercial applicants and business owners to offer and provide assistance throughout the entire development cycle of a project. Then directs applicants to available information for the development of complete and detailed submittals;

Provides specific information and instruction to applicants and business owners regarding City processes, necessitated by codes and ordinance;

Pays particular attention to projects that are in jeopardy, complex, or are politically sensitive in nature;

May make ongoing recommendations on adjustments in processes which may inhibit economic development and/or business retention and expansion;

Has full autonomy and authorization to ensure projects are processed through Economic Development, Planning and Building Divisions, other City Departments, and permitting agencies;

Leads other Department staff to ensure adherence to project timeframes and deadlines;

Performs project management, administrative and technical duties necessary to achieve project objectives in the areas of economic development; business attraction, expansion and retention; and small business assistance;

Facilitates necessary meetings with customers and City staff and answers questions or explains proposals to business and property owners, contractors, developers, elected and appointed officials, citizens, and community groups regarding development projects;

Works with the Director and department leadership to present information to the Mayor and Council to facilitate State and City incentive programs for business attraction;

Prioritizes incoming applications for development and construction projects, expediting the review process;

Meets with corporate executives, developers, contractors, and business representatives to discuss new construction projects or plans;

Establishes and maintains effective working relationships with the Planning and Zoning Commission, Mayor, City Council members, other civic leaders, customers, volunteers, state and federal authorities, other City departments, and local planning agencies;

Assists in the preparation of responses to requests for information/qualifications from businesses, site selection consultants, regional and state economic development partners;

Handles sensitive and delicate situations with a high degree of confidentiality and in a courteous, professional, and timely manner;

Serves as business liaison by providing assistance and advice to businesses seeking to locate or expand;

Supervise the Permit Technician Coordinator and coordinate their efforts on behalf of commercial projects;

Leads the Permit Technician and Customer Support functions of the department;

Performs other duties as assigned or needed by the Director.

Job Specifications:

College – Graduation with a Bachelor’s degree in Urban Planning, Construction Management, Business Management, or a related field. Four (4) years paid experience in the review of development plans, two (2) years of which must include working knowledge of the review of plans across governmental agencies. Education and experience can be substituted on a year-for-year basis but must include a minimum of two years successful facilitation of the review of plans across governmental agencies;

Strong ability to facilitate various economic development, planning, entitlement, plan review, and inspection programs. Essential to this position is the ability to effectively facilitate development projects through to completion through cooperation among City employees, permitting agencies, business and property owners, developers, and contractors, as well as the ability to work well with individuals with differing objectives and priorities;

General knowledge of general business operations, business assistance, and economic development.

Knowledge, Skills & Abilities:

Must have especially strong professional writing skills for writing reports, and other communication;

Must be able to work proactively and independently with limited oversight;

Ability to read and interpret building plans; develop innovative and equitable solutions;

Ability to interpret and effectively explain commercial building code requirements, relevant standards and problems with architectural and structural plans to other City staff, owners, contractors, building tenants and designers;

Principles and terms related to general and applied planning, development regulations, land use theory, transportation planning, comprehensive planning and zoning requirements;

Principles, practices and operation of Geographic Information Systems and ArcView in particular; Accela Automation and Project Dox;

Microsoft Office Suite applications, including Word, Excel, Outlook, Access, and PowerPoint;

Must have exceptional organizational skills and the ability to effectively establish priorities and complete multiple, competing and time-dependent projects with superior attention to detail;

Ability to establish and maintain effective working relationships with Department personnel, City officials, official of other public agencies, and the general public;

Integrity in the performance of assigned tasks;

Must be able to provide exceptional customer service and outstanding professionalism;

Must be capable of operating vehicles safely and have an acceptable driving record.

Licensing:

Must hold a valid State of Idaho Driver's License and safe driving record.

Work Environment and Physical Demands:

The work environment may include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter;

Conditions may involve hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations.

Travel Requirements:

Local travel is required using City-owned vehicles. Travel outside the region is occasionally required.