



**PROSPER
PORTLAND**
Building an Equitable Economy



PROSPER PORTLAND CREATES ECONOMIC GROWTH AND OPPORTUNITY FOR PORTLAND

**Project Coordinator II – Asset and Investment
Limited Term Employee (Expires 3 years from Hire Date)**

This position is Represented and is Exempt

Salary Range: \$70,831 - \$93,270
Opens: 12/11/2018 Closes: 01/02/2019 EOB (11:59 pm)

Prosper Portland seeks a dynamic contributor with real estate property management experience, project coordination prowess and a collaborative spirit to join the Asset and Investment Team as a Property Coordinator (Project Coordinator II – Asset and Investment). You will be part of a dedicated team that manages the real estate assets of the organization. You will assist with the management of Prosper Portland owned properties, to include maintenance, tenanting, contracting, construction coordination and general administration that will directly contribute to Prosper Portland's strategic plan and its long term financial sustainability. The ideal candidate will possess a strong attention to detail, a problem-solving disposition and a commitment to equitable prosperity for the City of Portland.

Prosper Portland is the economic and urban development agency for the city of Portland. Our work is based on four cornerstones: growing family-wage jobs, advancing opportunities for prosperity, collaborating with partners for an equitable city, and creating vibrant neighborhoods and communities.

We make racial equity the foundation of our community and economic development work. Within our workplace and working with our partners, we embrace values of authentic inclusion, transparency, and collaboration.

this is an internal/external recruitment

this is an internal only recruitment

How To Apply

Interested parties must complete an online employment application to be considered. Applications are available as a paperless, on-line process at <http://prosperportland.us/for-job-seekers/>.

Prosper Portland is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital or veteran status, family status, disability, sexual orientation, gender identity, source of income or any protected status. Prosper Portland values diversity and encourages everyone who is interested to apply.

Reasonable accommodation is provided upon request for people with disabilities. Please contact Human Resources at 503-823-3242 or answer the questions within the application if you will need a reasonable accommodation to participate in the application and selection process.

Applicant materials that are incomplete will not be considered.

Position Summary

This position plans, coordinates, and implements department projects and programs related to the management of Prosper Portland owned and self-managed properties as assigned. Ensures the properties are consistently managed and maintained in compliance with contract requirements and to accepted agency physical and financial standards. In coordination with the Asset and Investment Team, this position is responsible for the insurance, permitting, contracting, minor construction and maintenance associated with assigned properties. Supports the Asset and Investment team with other coordination and administration.

Essential Functions and Major Responsibilities

- a) **Planning and Evaluation:** Ability to organize work and prioritize work load; can participate in collaborative cross function teams to achieve goals; monitors programs and outcomes.
- b) **Oral Communication:** Ability to express information to individuals or groups effectively; listens to others, attends to nonverbal cues, and responds appropriately; works collaboratively with peers and group members.
- c) **Customer Service:** Ability to work with internal and external stakeholders to provide information and assistance and is committed to providing quality products and services.
- d) **Interpersonal Skills:** Ability to build collaborative and effective relationships; respectful to other's perspectives; relates well to people from diverse backgrounds and situations.
- e) **Writing:** Produces written information, which may include technical material that is appropriate for the intended audience and that meets the needs of the manager.
- f) **Organizational Awareness:** Knows the organization's mission and functions, and is aware of programs, policies, procedures, rules, and regulations of the organization.
- g) **Business Process Improvement:** Knowledge of business processes; and knowledge of methods, metrics, tools, and techniques of Business Process Reengineering.
- h) **Project Management:** Knowledge of methods or tools for developing, scheduling, coordinating projects, processes and/or resources.
- i) **Teamwork:** Actively participates in cooperative trust in meaningful teamwork that helps nurture team spirit; works with others to achieve goals.
- j) **Cultural Competency:** Experience working with culturally diverse populations.
- k) **Social Equity:** Knowledge and understanding of social equity principles, underpinnings, and best practices. Ability to translate Prosper Portland's social equity goals into programs and business practices with measurable, human-centered outcomes for area(s) of assigned responsibility.

Additional Responsibilities & Functions

- Oversees the management of Prosper Portland owned and self-managed properties in coordination with the Asset and Investment Manager, Project Manager II and Real Estate, Marketing and Leasing Coordinator to include maintenance, tenanting, compliance, permitting, contracting and construction coordination.
- Scopes and manages contracts for vendors and contractors for services related to properties.
- Performs physical property inspections as required to facilitate acquisition, disposition and property management activities.
- Researches and resolves short term permittee property issues, including permit non-compliance, and develops timely solutions.
- Works in concert with Risk Management staff to assure appropriate insurance coverage of all agency owned/controlled real property.
- Processes requisitions, purchasing and work orders for Asset and Investment Team related to property management and development. Interfaces with accounting for budgeting, accounts payable, receivables and other financial matters related to property management.
- Conducts financial analyses to identify and correct variances.
- Performs data entry for Yardi asset management system.
- Reviews and coordinates payments for associated property expenses.
- Reports 'non-standard' issues immediately to management, as well as those that present atypical financial, legal, political, and/or public relations risk to the agency.

- Assists the Asset and Investment Team with construction project closeout and archiving.
- Performs a variety of other related duties as assigned and assists with other department related projects as requested.

Job Scope

- Under direction of a supervisor, position contributes to the development of new concepts that align with agency-wide goals and objectives as outlined within the Prosper Portland's Strategic Plan.
- Position often determines on day to day practices and priorities but requires supervisor approval for major strategic decisions or those of considerable financial, legal, political, and/or public relations interest or risk to the agency.
- Analyze and make recommendations on decisions related to their frame of focus.
- Builds and maintains relationships with businesses and institutions related to their area of focus.
- Job involves a moderate degree of complexity due to the dynamic nature of property management, development and/or financial variables, differing and sometimes competing stakeholder agendas and limited resources.
- Decisions and errors in work could adversely affect and disrupt projects, impact cost, schedules and associated activities within and outside Prosper Portland.

Interpersonal Contacts

Contacts are normally made on own initiative with others both within and outside Prosper Portland and are made by phone, email, and in person. Contacts are diverse and include both internal and external stakeholders; internal contacts are made within Prosper Portland, City departments or bureaus and City Commissioner's offices. External contacts include the development community, businesses, property owners, legal counsel, representatives of other governmental agencies, non-profit agencies, potential purchasers of Prosper Portland property, tenants, contractors, and the public. Information presented may often contain confidential/sensitive information requiring discretion at all times. Interactions require promoting understanding and achieving consensus in a variety of forums, from small working groups to large, multi-interest committees. Cooperation and persuasive skills are necessary. External contact with the media is made in coordination with the Manager and Public Affairs staff.

All positions are expected to represent Prosper Portland's policies and interests in all contacts and these will often contain confidential/sensitive information requiring discretion at all times.

Supervisory Responsibilities

Position has no direct supervision; however, position may oversee the work of consultants, contractors, sub-consultants and temporary contract help and/or other temporary/student staff to ensure successful completion of assigned projects.

Leadership Responsibilities

Position is expected to function in a leadership role by clearly demonstrating and acting in accordance with Prosper Portland's values, and serving as a role model for others.

QUALIFICATIONS

Minimum Knowledge and Skills

- Knowledge of real estate, property and/or constructions management principles and practices including property maintenance, property financials, contracting and permitting.
- Basic knowledge of federal, state, and local land development and public policy; urban renewal law, practices, processes, and strategies and real estate laws and regulations.
- Possess strong written, verbal, and interpersonal communication skills.
- Knowledge and regular use of project management skills.
- Knowledge and use of spreadsheets, database software and other analysis tools.
- Strong interpersonal skills with ability to work with culturally diverse individuals.

- Ability to work collaboratively, resolve conflicts, propose solutions and gain agreement with team members.
- Strong public speaking skills with ability to express and/or report detailed and/or complex information to others.
- Ability to organize, analyze, simplify, and report complex data and information.
- Ability to build trust and confidence in others.
- Strong negotiation, customer service, cooperation and consensus building skills.
- Knowledge of Microsoft Office software applications (Word, Excel, PowerPoint, Outlook, and MS Project) and familiarity with business practices such as accounting, budgeting, and customer relationship management and records management.

Minimum Education and/or Training

Bachelor’s degree in real estate, business, economic development, public administration, urban planning, or related field; or an equivalent combination of training and work experience.

Minimum Experience

Four years of experience in property management, construction project management, real estate, facilities, or other related experience.

Preferred Education/Training and/or Experience

Master’s degree in Real Estate, Business Administration, Public Administration or related field. Experience working with Yardi or other property management software.

Working Conditions

Normal working hours Monday through Friday [8 AM – 5 PM] in an office environment; however, additional hours may be needed to meet deadlines. Position requires travel to job sites for field work and property inspections during the workday and occasionally during an extended workday. Attendance at outside meetings may be required to conduct specialized outreach and relationship building activities and may require travel outside the metro area.