**Project Manager Recruitment - Summary**

Oregon Solutions seeks to retain as an independent contractor, a high-performing and experienced project manager with a passion for complex public projects involving multiple implementing agencies and dozens of community stakeholders. The successful candidate must have (1) a driving desire to achieve project goals; (2) a proven ability to develop and lead collaborative, performance-focused project teams; and (3) experience operating in a politically charged environment involving multiple implementing organizations and elected officials. The individual retained will be hired as an independent contractor, not as a PSU employee. There will be no benefits provided other than the agreed upon compensation.

**Project Manager Roles and Responsibilities**

The Project Manager will be a member of the Oregon Solutions project staff with specific responsibility for integrating and coordinating the work plan elements of the Portland agencies that are charged with producing specific project deliverables and services.

**Eligibility Requirements**

*Mandatory Required Qualifications:*

* Demonstrated success and experience in managing and facilitating collaborative processes
* Experience with collaborative approaches to problem solving in the public sector
* Experience with working with cross sector collaborative processes
* Experience working in a neutral forum using a collaborative governance model
* Experience in project management and the oversight of project work plans and budgets, including the application of best management practices, and use of project management tools to plan, coordinate and track the progress of project deliverables.

*Mandatory Required Skills and Attributes:*

* Passion for complex projects involving multiple stakeholders and implementing organizations, technically complicated project deliverables, and limited time and resources
* Confident attitude and ability to obtain and sustain high levels of performance from oneself and partners that are charged with achieving project goals and objectives
* Excellent process management and organizational skills
* An ability to help stakeholders find common ground to think constructively and creatively about alternative approaches for project implementation
* Understanding of the complexities of government agencies and cross-sector collaborations
* Ability to relate well with high level public officials and with advocates with strongly held views
* Ability to listen and identify important concepts or ideas in dialogue and to record or summarize them accurately

**The Project**

The Lents Stabilization and Job Creation Collaborative is dedicated to the goals of improving community stability, equity, natural resource restoration and economic growth in flood-prone areas of the Lents and Powellhurst-Gilbert neighborhoods. Project success depends on achieving three interdependent objectives: (1) restore Johnson Creek in a manner that significantly reduces flood risks on residential and industrial property; (2) stabilize and preserve affordable housing; and (3) optimize access and use of industrial lands.

**Lents Collaborative Project Manager**

**Detailed Position Description and Scope of Work**

**Project Vision**

The Lents Stabilization and Job Creation Collaborative is dedicated to the goals of improving community stability, equity, natural resource restoration and economic growth in flood-prone areas of the Lents and Powellhurst-Gilbert neighborhoods.

The Project envisions the following set of integrated actions to achieve the Project’s goals:

* Restore the natural functions of Johnson Creek to manage flood risks in a manner that provides high quality natural habitat, while reducing flood hazard impacts on flood-prone residential and industrial properties.
* Stabilize and preserve the current inventory of affordable housing by eliminating or managing the financial costs associated with flood hazards.
* Optimize the access and use of industrial properties to create middle-wage jobs that would benefit East Portland and the Portland metro region.

**Project Implementation Team**

The Project Manager will be the key to project success. The Project Manager plans, budgets, oversees and documents the project.

The Project Manager will be distinct from the Technical Advisory Committee Leads and Oregon Solutions staff.

* The Project Manager will be a member of the Oregon Solutions project staff with specific responsibility for integrating and coordinating the work plan elements of the Lents Stabilization and Job Creation Oregon Solutions Collaborative.
* The Technical Advisory Committee Leads (Agency Leads) are responsible for the implementation of the work plan elements and project tasks, and the completion of project deliverables that are specifically assigned to their City agency or bureau.
* The Oregon Solutions Project Facilitators are responsible for process management, stakeholder relations, strategic planning, project governance and documentation of the work of the Project Team and technical committees.

**Project Governance**

The Lents Stabilization and Job Creation Collaborative is guided by a Project Team that serves as a forum for the coordination and integration of project activities; negotiating solutions to problems that may arise during the course of the project. The Project Team reviews reports of project advisory committees and project staff, formulating consensus recommendations for the Project’s lead implementing agencies.

The Project Team is lead by Co-Conveners, designated by the Governor of the State of Oregon, and charged with leading a collaborative Oregon Solution process to achieve the project’s goals.

The Co-Conveners also chair a Steering Committee that provides leadership and direction to the project; deliberating administrative issues including meeting agendas, project budgets and expenditures, professional service contracts, performance management and membership of the Project Team.

Four Technical Advisory Committees (TACSs) provide advice and support to the four major elements of the project – residential stability, jobs & industrial development, flood risk management, and governance & finance. Each TAC reviews and makes recommendations regarding project work plans, scopes of work, and technical issues that arise during the production of project deliverables. Each TAC reviews project work products before they are transmitted to the Steering Committee and subsequently to the Project Team.

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**Scope of Work**

The following Project Manager Scope of Work is undertaken as directed and managed by Oregon Solutions. The Oregon Solutions Project Facilitators for the Lents Stabilization and Job Creation Collaborative are responsible overseeing the Project Manager’s service contract, and providing direction and support to the Project Manager to accomplish the following tasks:

* Develop a detailed project plan which identifies and sequences the activities needed to successfully complete the project and to monitor and track progress. Map out sequencing of deliverables, at a high-level, and refine as the project evolves. Assist in the definition of project scope and objectives involving all relevant stakeholders. Manage changes to the project scope, project schedule and project costs.
* Oversee the work plans of the four technical components of the project; Flood Risk Management, Housing Stabilization, Jobs & Industrial Development, and Governance & Finance.
* Coordinate resources for project execution, including: neighborhood, OS project staff, state and federal agencies, city bureaus, and technical committees.
* Define scope of work for consultant contracts, and provide contract management services in coordination with Oregon Solutions.
* Measure project performance using appropriate tools and techniques.
* Manage deadlines and deliverables of agency partners and consultant teams. Ensure all elements of the project are delivered on time and within scope and budget. Ensure the availability and allocation of resources based on agreed-upon budgets.
* Support the work of the Project’s Communications and Outreach Committee, including the development of a comprehensive communications and outreach plan.
* Work with OS staff and Project Team to revise and refine the interested parties list and roster of Project Team and TAC members.
* Provided regularly scheduled progress reports to the Steering Committee and Project team.
* Create and maintain comprehensive project documentation.
* Develop strategy options and recommendations for structuring and funding the Lents Collaborative beyond completion of the Oregon Solutions project.

**Performance Measures (Details to be finalized upon award of contract.)**

* Complete project deliverables on time and within prescribed budgets.
* Minimize lost time and inefficient use of project resources caused by duplication of effort, lack of clear project priorities and objectives, unclear assignment of project roles and responsibilities, interagency conflicts, and other identifiable threats to project success.
* Provide timely and effective communications with Oregon Solutions Project Facilitators, Co-Conveners, and Agency Leads, as directed by Oregon Solutions Project Facilitators.
* Provide timely and effective communications with outside elected officials, project partners, and the general public, as directed by Oregon Solutions Project Facilitators.
* Maintain complete project records.
* Provide timely and accurate invoicing of project expenses.