



Senior Project Manager

City of Kenmore

SUMMARY

Under the direction of the Community Development Director, the Senior Project Manager is responsible for the project management of tasks related to scoping the work for the City's property acquisition (including site due diligence) and development of a portion of the Lakepointe property for shoreline restoration/habitat restoration/public access and for development of a signature public park. Tasks may include: Overseeing consultant contracts; meeting schedule and budget objectives; Establishing and maintaining cooperative working relationships with co-workers, other departments, outside agencies and the community; Preparing grant applications and managing grant awards. Tasks may also include oversight of a consultant contract and development of a process to select a developer for the remainder of the Lakepointe property to acquire and develop the property into a walkable urban village. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and manage scope of work and fee for all Lakepointe park project phases (due diligence through construction). Coordinate the selection and management of consultants, contractors, and professional service providers; monitor contract expenses and consultant/contractor performance
- Manage the process of selecting a real estate developer (or developers) to advance the goal of a walkable urban village on Lakepointe. Develop and manage a scope of work for oversight of a consultant contract to assist with this endeavor. Negotiate terms of development with the selected developer(s), including but not limited to mix and amount of uses, walkable urban village design, public spaces and access, parking agreements, public infrastructure (streets, utilities, and public spaces), multi-family tax exemption, tax increment financing, and other terms that would be mutually beneficial to the City and the developer(s).
- Manage tasks and consultant contracts related to scoping Phase One of the Lakepointe park project work for the City's property acquisition (including site due diligence) and conceptual design for development of a portion of the Lakepointe property for shoreline restoration (including habitat restoration and public access) and for a signature public park. The first project phase includes due diligence (including testing for contaminants), site acquisition, 30% conceptual design development for shoreline restoration and park development, working with Department of Ecology and other agencies for technical assistance and general concurrence, community engagement, and securing funding for acquisition and development.

- In the Second Phase of the Lakepointe project work (assuming completion of Phase One), continue to manage tasks and consultant contracts related to design, permitting, environmental regulations, and construction. This includes oversight of the development of project plans, schedules, permitting, environmental documentation, bid documents, bid openings, contract awards, construction progress, inspections and project close-out and recommending solutions throughout the project. Oversee compliance with construction standards and other requirements such as those for performance bonding, prevailing wage, materials testing and submittals, payments, inspections, and permits
- For both project phases, prepare, write, present, and administer various grants for park acquisition, park development and shoreline restoration, (including habitat restoration and public access). Manage grant funding requirements including reporting, tracking, and preparing timely reimbursements on projects. Maintain a high level of understanding of federal, state and King County funding requirements and developing a Lakepointe grant funding strategy.
- For both project phases, assist in the development of a Lakepointe project funding strategy. Provide estimates and forecasts of costs related to expenditures and revenues for assigned tasks.
- For both project phases, negotiate, prepare, implement, and administer utility, grant agency and consultant contracts; monitor contract expenses and performance.
- For both project phases, provide information to the public, contractors, and consultants and serve as the City's contact person during project development and implementation; prepare and distribute information; deliver presentations to the City Council, grant committees, the public, and coordinate communications between various agencies. Coordinate, organize, and/or facilitate public meetings or other public involvement strategies to gather input and provide project updates.
- For both project phases, coordinate assigned activities with other departments and outside agencies and establish and maintain cooperative working relationships with co-workers, other departments, utilities, consultants, funding partners, utilities, contractors, business owners and the public.
- Depending on the skill set of the person in the position, other city functions not related to Lakepointe may be assigned to the position.

QUALIFICATIONS

Knowledge & Skills:

- Working experience and knowledge of project management practices, skills and techniques. Project management experience of large complex projects from acquisition through construction preferred.
- Working project management experience in park development related to acquisition, planning, design, permitting, and construction.
- Working project management experience in shoreline restoration/shoreline restoration/habitat restoration/public access projects including design, permitting and construction.
- Working experience and knowledge in commercial and residential real estate development.
- Experience working with and negotiating with real estate developers.

- Knowledge, experience, and skills in municipal land use, environmental, and building permitting, including SEPA and coordinating with state and federal regulatory agencies.
- Grant writing expertise and grant administration experience is preferred including knowledge of the State Recreation and Conservation Office grant process and other federal, state, county and agency grant processes.
- Experience preparing and administering project budgets.
- Knowledge of the methods and techniques used in public involvement and external communications. Ability to organize and manage public meeting processes to achieve planned outcomes.
- Ability to coordinate internally with other City departments and personnel.
- Well-developed interpersonal, customer relations and negotiation skills and the ability to conduct formal oral and written presentations and agreements presentations before diverse audiences, including City Council, and grant evaluation committees, and stakeholder groups. Ability to effectively facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

Abilities:

- Carry out the essential functions of the position.
- Work independently and with a team, including establishing accountability and obtaining results from individuals from different workgroups.
- Oversee and manage a complex project.
- Review, prepare plans, applications, specifications, and legal contracts.
- Scope, negotiate fee, oversee, direct and coordinate the work of consultants and other project staff.
- Effectively lead outreach efforts with the community including facilitating public meetings, responding to inquiries, preparing information for website and distribution.
- Work cooperatively and communicate effectively with City staff, elected, and appointed officials, and the public; work as a contributing member of a team; and convey a positive image of the City.
- Coordinate and manage complex, and politically sensitive projects including budgets, timelines schedules, and quality of work product.
- Review and manage the preparation of complex plans, applications, and specifications to ensure accuracy, project objectives, and City requirements are to be met.
- Perform difficult and complex technical research and analysis. Complete grant application materials and administer grant funds.
- Analyze, understand, and interpret all applicable laws, regulations, policies, procedures, and standards, and planning principles and practices. Use sound judgment when making decisions, interpretations, and in communications with others.
- Have difficult and direct conversations and negotiate balanced outcomes based on the needs of all parties.
- Visit remote sites and to work extended hours for the purpose of conducting meetings and public processes.
- Near and far visual acuity to read detailed maps, drawings, other printed material,

- computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time to deliver presentations and perform counter work and be on uneven surfaces out in the field.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone and in person.
- Driving ability in order to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires bachelor's degree in, Planning, Civil Engineering, Landscape Architecture or a related field, and
- Six years' related experience in a similar position
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- May require a valid driver's license.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Community Development
FLSA: Exempt

City of Kenmore
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