



**EMPLOYMENT OPPORTUNITY**  
**City of Roseburg, Oregon**  
**SPECIAL PROJECTS COORDINATOR**  
**\$49.3908 - \$63.2244/hour**



**First Review of Applications: Monday, June 2, 2025**

*Essential competencies of this job are described below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.*

### **GENERAL POSITION SUMMARY**

This position provides strategic and operational support to the City Manager and City departments, with a focus on coordinating special projects, facilitating economic development initiatives, and ensuring compliance with policies and regulations. The role involves managing grants, assisting with homelessness-related efforts, supporting procurement processes, and contributing to city wide service delivery. The ideal candidate will have a broad skill set, be adaptable to evolving priorities, and collaborate with internal teams and external partners to enhance the efficiency and effectiveness of city operations.

### **ESSENTIAL FUNCTIONS, DUTIES & RESPONSIBILITIES**

*Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.*

*As this is a newly created position, the incumbent may not perform all of the duties listed below and may have additional duties in the future. The following information is not all-inclusive.*

#### **Grant Coordination**

Identify and evaluate grant opportunities from federal, state, and private sources that align with the priorities and needs of the city. Coordinate interdepartmental efforts to develop competitive grant proposals, ensuring compliance with all applicable regulations and deadlines. Facilitate the grant application process by supporting departments through drafting, budgeting, and submission. Manage awarded grants by monitoring project/program performance, maintaining accurate records, and preparing required financial and narrative reports. Serve as the primary point of contact between the city and funding agencies, ensuring the successful use of grant funds to support community development and public services.

#### **Economic & Strategic Development**

Under the general direction of the City Manager, support the facilitation and implementation of initiatives aimed at strengthening the local economy. This may include the development of a strategic plan, annexation plan, or other planning efforts involving consultant support. Assist in cultivating opportunities for business retention, expansion, and attraction, working collaboratively with the Umpqua Economic Development Partnership, Roseburg Area Chamber of Commerce, existing local businesses including downtown businesses, prospective investors, and other community stakeholders. Help coordinate public-private partnerships and provide assistance to businesses navigating regulatory, permitting, and funding processes. Collaborate with community partners on tourism-related efforts by

supporting the development and administration of programs funded through transient lodging tax revenues, including marketing campaigns, events, programs, and infrastructure projects that enhance visitor engagement and economic impact.

### **Special Projects and Programs**

Lead and support the development of special studies and strategic initiatives and make recommendations to the City Manager and City Council. Research and analyze specific policy or operational issues such as annexation, parking, or infrastructure needs and develop data-driven recommendations. Responsibilities may include scoping, hiring, and managing consultant teams, coordinating interdepartmental input, and ensuring timely project delivery. Facilitate or assist in public engagement processes tied to short and long-range planning, master plans, and other community-driven initiatives to expand outreach and ensure informed decision-making.

### **Homeless Response Coordination**

Coordinate and support the City's efforts to address homelessness through research, policy development, and interagency collaboration. Assist in drafting ordinances and policy recommendations that align with local, state, and federal regulations. Conduct property searches for potential shelter or service sites and contribute to funding analysis, feasibility studies, and grant proposals. Work closely with city staff, local organizations, service providers, and regional partners to develop and implement responsive, sustainable strategies that address homeless impacts on the community.

### **Policy Development**

Conduct research and analysis to develop, update, or refine City policies in response to emerging issues, regulatory changes, pending legislation or organizational priorities. Collaborate with internal departments, legal counsel, and external stakeholders to ensure policies are legally compliant, practical, and aligned with the City's strategic goals. Prepare clear and well-supported policy recommendations, draft policy language, and present findings to the City Manager, Council, and relevant committees as needed.

### **Procurement Expertise**

Serve as the City's procurement expert, providing guidance and technical support to the department head team. Develop and maintain procurement processes and policies in alignment with Oregon public contracting laws, applicable state and federal regulations, and local ordinances. Support a range of procurement methods, including competitive bidding, RFPs, cooperative purchasing, and other streamlined purchasing strategies. Evaluate existing practices and make recommendations for improvements.

### **Citywide Support**

Provide strategic and operational assistance to the City Manager on various initiatives impacting citywide services. Collaborate with departments to enhance service delivery, streamline operations, and support cross-functional projects. Evaluate opportunities for strategic improvements in communication and outreach. Adapt responsibilities as needed to address emerging municipal challenges and opportunities. Supervisor of one or more employees may be required.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Broad expertise in public sector administration.
- Proven ability to solve problems creatively.
- Demonstrated knowledge of project management principles and practices, including procurement oversight and contract administration.

- Experience seeing projects through the full life cycle with a proven ability to complete projects according to the outlined scope, budget, and timeline.
- Strong verbal and written communication skills, including report preparation and delivering public presentations.
- Excellent analytical skills.
- Knowledge of applicable local, state and federal laws, rules and regulations.
- Proven ability to develop and maintain reports, briefings and program documentation.
- Knowledge of grant application, proposal preparation and administration.
- Strong customer service, relationship building, and stakeholder engagement skills.
- Ability to work in a fast-paced environment with interruptions.
- Demonstrated experience working with multi-faceted teams.
- Strong time management skills, including the ability to juggle multiple priorities and meet deadlines.

## WORK STANDARDS

- Regular attendance and punctuality.
- Speak and act truthfully.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Accept supervision and constructive criticism.
- Thorough when completing work tasks.
- Calmly and effectively process high stress situations.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action, under department guidelines, is stressed.

## EDUCATION & EXPERIENCE

*Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.*

Education: Four-year degree in public administration, business, urban planning, or a closely related field.

Or a two-year degree in one of the above fields, plus at least three years of experience as a department head or higher.

Experience: Five years of project/program management and related experience, preferably within the public sector.

## SPECIAL REQUIREMENTS & CERTIFICATIONS

A valid driver's license is required, as well as the ability to pass reference and background checks.

## WORKING CONDITIONS

*The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability to*

*perform the essential jobs functions, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.*

While performing the duties of this job, work is generally performed in an office environment but may require occasional fieldwork. Requires the ability to bend, hear voice and telephone conversation, keyboard, write and sit and stand for extended periods of time. May be exposed to all forms of temperature and inclement weather, varied terrain, dust and irritants. Requires the ability to hear in a busy environment with distractions and vision to read and understand complex engineering drawings and contract documents. May occasionally be exposed to moving vehicles and equipment.

*The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Special Projects Coordinator.*

## **WORK SCHEDULE**

Work is full time. Schedule is generally Monday through Friday 8:00 a.m. to 5:00 p.m. Flexibility and limited remote work may be available. May be required to work after hours for various meetings and tasks.

## **BENEFIT SUMMARY**

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long-Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at:

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

### **Insurance Benefits:**

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

### **Additional Benefits:**

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP)
- The City has a fully equipped fitness center available 24 hours a day.

## **VETERANS' PREFERENCE**

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

## HOW TO APPLY?

Complete an application form available via one of the following methods.

**Electronically:** <https://www.cityofroseburg.org/departments/human-resources/employment>

**In-Person:** City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

**Email:** [jobs@roseburgor.gov](mailto:jobs@roseburgor.gov)

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

**Selection Process:** Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

**Questions:** Please direct questions to the City of Roseburg Administration Office at 541-492-6866.

**Equal Opportunity Employer**

## Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low, and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community-oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high-quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to [www.experiencerooseburg.com](http://www.experiencerooseburg.com)

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerably, and various residential facilities have been constructed to meet the needs of this segment of the population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all Southern Oregon.

