



CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
2021 STATEMENT OF QUALIFICATIONS (SOQ)
Project Manager for Community Development Special Programs
(UNCLASSIFIED/CITY-FUNDED)

Location: Shreveport, Louisiana

Department: Community Development

Director: Bonnie Moore

Reports To: Director

Employment Type: Contract Position

Salary Range: Negotiable

I. BACKGROUND

The City of Shreveport's Department of Community Development has been awarded special programming funds. These funds will be a critical tool to support the redevelopment of neighborhoods and provide tremendous redevelopment opportunities. This could include marketing, managing, planning, outreach and implementation.

The respondent to this Statement of Qualifications (SOQ) will assist in developing and managing various projects associated with the aforementioned funds. These projects include, but are not limited to, physical, community and economic development activities that enhance and accelerate the transformation of the neighborhoods. The timeframe for completion of these projects are one (1) year from the start date or sooner. The successful respondent will be responsible for managing all activities and coordination with the special programs. This position has considerable interface with the city departments and other local partners.

II. SUMMARY

The City of Shreveport is seeking a Project Manager to lead the efforts and implementation of these projects. They will be responsible for managing all activities and coordination with the department and City Council on the selected activities. This successful respondent will be the key point of contact for coordination of resources and stakeholders in connection

with the program activities. This position has considerable interface with city departments and other local partners.

The respondent must work a minimum of eighty (80) hours per month at an hourly or monthly rate agreeable by all parties. The successful respondent will report directly to the director or designee.

A. ESSENTIAL DUTIES:

- Work to determine the scope of work and outcomes of each project;
- Work with Legal to develop contracts between the non-profit organizations and the city;
- Ensure that the funds are used in accordance with public standards;
- Leads and oversees the coordination and implementation of the various projects;
- Attend meetings and provides updates to the Administration, City Council and Department of Community Development on a quarterly basis;
- Builds and maintains constructive and effective relationships with the various partners and neighborhoods groups;
- Look for additional resources and opportunities to ensure that program goals and outcomes are achieved; and,
- Develops clear, concise and comprehensive reports on the progress of the engagement goals for the project.

B. QUALIFICATIONS:

- Bachelor's Degree required in Human Services Administration/Project Management or related field from an accredited college or university;
- Master's Degree preferred;
- Must have extensive experience working with and cultivating relationships with community partners, governmental entities, residents, neighborhood associations, faith-based organizations, and local businesses;
- At least three (3) years of practical knowledge in project management and public engagement are required;
- At least three (3) years of experience in program compliance and reporting; and,
- Excellent verbal and written communication skills.

C. ADDITIONAL QUALIFICATIONS:

- Must be a self-starter, energetic, innovative leader with excellent communication and presentation skills;
- Must have great interaction skills and ability to work with diverse groups; and,
- Must have strong analytical and technical skills.

D. SELECTION CRITERIA

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested.

E. SPECIAL INSTRUCTIONS:

Request for Qualifications **MUST** include the information below:

- Individual Agency/Company Information
- Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person
- Narrative of Qualifications or Resume
- Evidence of experience in public engagement
- List of Certifications
- Similar projects reference list

F. REFERENCES

Should include a list of entities or governmental agencies for which the respondent has been employed and/or under contract.

III. SUBMISSION REQUIREMENTS

A. DEADLINE FOR APPLICATIONS

All responses must follow the guidelines detailed below. If interested in applying, please respond no later than 4:30 p.m., **Friday, March 19, 2021.**

B. SEND RESUMES TO: One (1) original request of qualification plus three (3) copies must be mailed or hand-delivered to the attention of Bonnie Moore, Director, Department of Community Development.

MAILING ADDRESS:
PO Box 31109
Shreveport, Louisiana 71130

or

PHYSICAL ADDRESS:
505 Travis Street
Shreveport, Louisiana 71101

EMAIL QUESTIONS TO: bonnie.moore@shreveportla.gov

C. The City of Shreveport is an Equal Employment Opportunity Commission (EEOC) employer. Minorities, women, other socially disadvantaged groups, and agencies are encouraged to apply.