

Title: CRA Coordinator
PG: 60
Status: Non-Civil Service
Position Reports to: Assistant Director
Department: Community Development

Class Code: 2183
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible professional and administrative work in managing the City's designated Community Redevelopment Areas (CRA's). An individual in this position is responsible for planning, initiating, and directing programs and projects for the physical and economic improvement of the City's CRA's, including all capital projects, marketing efforts, budgeting and committee work. Operating under the general guidance of the Director and Assistant Director of Community Development, this work requires extensive contact with public officials and the private sector and the exercise of independent judgment and initiative. Work is evaluated through review of reports, and observation of the success and community acceptance of the redevelopment program.

ESSENTIAL FUNCTIONS:

1. Provides administrative support and direction to the Community Redevelopment Agency Board of Directors and the Advisory Councils for each CRA area.
2. Directs the CRA in development and evaluation of policies and procedures in compliance with all applicable City policies, procedures, and applicable State laws and regulations.
3. Prepares and implements long and short-range plans, goals, and objectives in accordance with the approved redevelopment plans. Coordinates, administers and manages projects and programs in support of those goals and objectives.
4. Organizes and facilitates the activities of multiple volunteer CRA advisory committees.
5. Responsible for soliciting, negotiating, and supervising the work of advisors, contractors and consultants for CRA projects and programs. Manages contracts of major construction projects, including preparation of requests for proposals, bid openings and contract awards.

ADDITIONAL RESPONSIBILITIES:

1. Serves as a liaison to other City departments, business and property owners, residents, community leaders, federal and state agencies and organizations in all CRA projects and negotiations.
2. Prepares budget estimates and controls expenditures of the Agency.
3. Performs general administrative work as required, including conducting and attending meetings, preparing reports and correspondence, making arrangements for and preparing materials for Board and Advisory Council meetings, answering the telephone, responding to correspondence, etc.
4. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Comprehensive knowledge of the principles, theories, practices, and methodologies of community redevelopment.
2. Thorough knowledge of national and state laws and regulations that govern Community Redevelopment Agencies.
3. Ability to apply basic knowledge of economics, architecture/engineering, land development, historic preservation, finance and sociology in the planning process.
4. Ability to plan, organize, and implement projects.
5. Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
6. Ability to communicate effectively, both orally and in writing.

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7. Ability to establish and maintain effective working relationships with policy makers, associates and the general public.

QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):

1. Bachelor's Degree in City or Urban Planning, or a related field such as public administration, architecture, engineering, economics, or finance from an accredited college or university
2. Five (5) years of progressively responsible experience with a recognized redevelopment agency.
2. A combination of education and experience that is determined to provide the required knowledge, skills and abilities to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Driver's License.
2. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.