

Title: CRA Project Manager
PG: 56
Status: Civil Service
Position Reports to: CRA Manager
Department: City Manager

Class Code: 2233
Date: 09/09

GENERAL DESCRIPTION OF CLASS:

This position is responsible for assisting in the implementation of formally adopted community redevelopment area plans within the City of Lakeland's Community Redevelopment Areas (CRAs), which include Downtown, Mid Town and the Dixieland neighborhood and business district. Work is performed exercising considerable initiative and is relatively independent in undertaking and completing redevelopment and project management assignments, while maintaining strong communications with the CRA Manager or project supervisor on a regular basis.

ESSENTIAL FUNCTIONS:

1. Coordinates with city departments, public agencies, property and business owners as necessary to implement projects/programs.
2. Conducts property research and coordination with real estate brokers or direct negotiation for purchase of properties for redevelopment efforts.
3. Responsible for preparing, tracking and managing project related budget.
4. Responsible for tracking progress of project consultants including architects, planners, engineers, attorneys and development consultants.
5. Provide timely updates to Community Redevelopment Agency members.
6. Makes public presentations to a wide variety of organizations, stakeholders and civic groups.
7. Assist in the development of CRA annual reports and marketing efforts.
8. Conduct research for development of cash incentives to stimulate investment.
9. Responsible for reporting as required under Florida State Statute 163, Part III.

ADDITIONAL RESPONSIBILITIES:

1. Participates in public planning meetings.
2. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the principles of city planning and neighborhood redevelopment practices.
2. Knowledge of economics, public finance and other fields applied to city planning.
3. Knowledge of finance, budgeting and general accounting principles.
4. Ability to communicate clearly and concisely orally and in writing.
5. Ability to conduct project analysis and to analyze and formulate recommendations based upon such studies.
6. Ability to work independently.
7. Ability to exercise good organizational and planning skills.
8. Ability to exercise good interpersonal skills and develop and maintain an effective working relationship with management, elected officials, other City departments, and the public.
9. Ability to prioritize workload and complete tasks in a timely manner.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, or routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Bachelor's Degree from an accredited college or university in Political Science, Public Administration, Business Administration, Real Estate, Finance or a related degree.
2. A minimum of six (6) years experience working in the field of community development, urban planning and redevelopment, real estate development, real estate finance, or a closely related field.
3. Experience or skills in architecture, landscape architecture or site planning, or a Masters Degree in Planning, Business, Real Estate and other related fields may be substituted for a portion of the required work experience.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Completion of City University Level two (2) or completion within twelve (12) months

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid telephone number.
3. 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.