



# Job Description

## Community Redevelopment Area (CRA) Administrator

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Five (5) years of professional planning experience, community redevelopment or a closely related field

**Minimum Education Requirements:** Bachelor's Degree in Urban Planning, Economic Development, Geography, or a related field or equivalent combination of education and experience.

**Department:** Growth Management Department

**Direct Supervisor:** Growth Management Director

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works both indoors in an office environment and outdoors.

**Certification:** Valid State of Florida driver's license. Florida Redevelopment Association (FRA) designation of FRA-RA (Redevelopment Administrator) or FRA-RP (Redevelopment Professional) preferred.

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**Job Summary:** Responsible for professional planning, coordination, and implementation of the goals and objective of the Community Redevelopment Area (CRA) Plan. The employee will work closely with a wide variety of stakeholders including City staff, developers, local business owners, City residents, and outside consultants.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Manages the day-to-day operations of the City's Community Redevelopment Area (CRA).
- Assists in preparation, adoption, monitoring and revisions to the CRA Plan.
- Prepares all required CRA annual reports as required by state law.
- Works in a team setting to assist in the development and monitoring of the capital projects included in the CRA Plan and grant applications.
- Coordinates data and information tracking for verification of economic impact of CRA activities.
- Assists in the preparation of RFQs and construction monitoring of new CRA projects.
- Assists with the development and management of the annual CRA budget; includes coordinating small and large-scale purchases and contracts and monitoring the operation and performance of the projects and programs.
- Provides staff support to the Community Redevelopment Agency Board of Commissioners.
- Develops and implements programs and assists private parties in helping to implement CRA economic development goals.
- Conducts technical research and prepares studies, reports, and other materials on community redevelopment and economic development related issues for City Council, the Local Planning Agency, Community Redevelopment Agency, other various boards/committees, as well as citizen groups.
- Develops and maintains strong working relationships with business associations to explain to members of organizations and the general public, specific planning, zoning and development activities, projects, regulations and standards.



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- Attends public meetings of various boards, commissions, and committees, presenting reports on assigned projects and activities.
- Provides professional planning/technical advice to development professionals and City committees.
- Interprets, applies, and enforces the provisions of environmental regulations and other applicable federal, state, and local codes, laws, rules and regulations, specifications, standards, policies and procedures.
- Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.
- Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
- Performs other job duties as assigned.

### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Knowledge of the functions of a Community Redevelopment Agency (Florida Statute, Chapter 163, Part III).
- Knowledge of economic development programs and providers.
- Knowledge of the philosophies, principals, practices, and techniques of planning.
- Knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development, transportation, or land use.
- Knowledge of construction processes.
- Knowledge of principles, methodology, practices of research and data collection.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

#### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

#### **Abilities**

- Enter data or information into a terminal, PC, or other keyboard device.
- Coordinate and manage a wide variety of technical and regulatory activities with various City departments.
- Utilize good observation and deductive reasoning techniques to evaluate and determine possible code violations.
- Understand and carry out complex oral and written instructions.
- Work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Enforce ordinances with firmness, tact, and impartiality and to deal courteously with the general public.
- Read and interpret technical sketches and blueprints.



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- Analyze regulations and define impact on City facilities/natural resources.
- Communicate effectively both orally and in writing.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Manage projects effectively and meet firm deadlines.
- Provide effective supervision and staff management.
- Work effectively in a team setting.
- Develop, prepare, and present studies and reports to governmental bodies, regulatory agencies, civic organizations, and others groups as necessary.

### Physical Demands

The work is light work, which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



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- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date