



## **Community Redevelopment Agency Executive Director**

**Department: Community Redevelopment Agency (CRA)**

**Salary Range: \$65,000 - \$75,000**

**Classification: Full time (Exempt)**

The Community Redevelopment Agency Executive Director is responsible for the management and administration of the operations of the Agency. The Executive Director is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, CRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special events and activities as well as oversees the management and maintenance of CRA-owned and maintained properties. This position also involves extensive contact with government officials, public and private agencies, advisory boards, Town staff, and the business community.

### **ESSENTIAL DUTIES:**

The following duties and functions, as outlined herein, are intended to be representative of the tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Responsible for carrying out the policies established by the CRA Board which oversees the renewal and implementation of the redevelopment of the Community Redevelopment Area

Oversees the day-to-day agency operations

Provides management oversight of assigned projects as well as supervision and coordination of projects assigned to other staff.

Develops, recommends, and implements programs, policies and strategies to carry out CRA goals and objectives

Manages the progress of infrastructure projects to ensure compliance with schedules and budgets

Responsible for capital project planning and preparation of annual budget

Coordinates with other public and private entities related to the redevelopment effort

Ensures that programs, projects, and plans are carried out in accordance with redevelopment plan pursuant to Chapter 163, Part III Florida Statutes, and applicable Town, County and federal laws.

Develops financing plans and agreements with public agencies and appropriate private parties for redevelopment projects

Responsible for the acquisition, sale, disposition of real property in the CRA

Oversees and directs outside grant application programs for the CRA

Represents the CRA on various boards and community organizations

Prepares and reviews NMCRA Board agenda items, contracts, RFPs, and other legal and administrative documents to implement redevelopment projects

Works collaboratively and strategically with Town administration and departments to move the Town/CRA forward while building on a strong history of careful planning, aesthetics, and quality of life

Participates in, and travels to, business recruitment events, trade missions, conventions, and trade shows as needed and appropriate

Responsible for hiring of CRA employees, agents, consultants, experts, legal counsel, as provided for in the annual budget

Develops the talents of a qualified staff, ensuring professional and courteous service from all employees in support of the CRA's mission, values, customers, and stakeholders

Manages various consultant contracts and affiliations with maximum results while requiring a minimum of CRA resources

Other duties as assigned by the CRA Board

**MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:**

Bachelor's degree in business administration, public administration, urban planning, construction management, finance, or closely related field; master's degree preferred; Five (5) years of progressively responsible redevelopment experience in urban planning, real estate development, program development, or economic development is required, including at least three (3) years of supervisory experience. Municipal government experience preferred. Candidate must have outstanding interpersonal, written, and verbal communication skills, including public speaking, highly developed interpersonal interaction skills.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions to perform this job successfully.

Considerable amount of time spent using computer. Work is predominately indoors within a somewhat hectic paced environment with multiple (sometimes competing) priorities. Regular outdoor events are required and periodic attendance at evening events and functions is expected. Must be able to lift, carry and or push articles weighing up to 20 lbs. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

**LICENSE / CERTIFICATION REQUIREMENTS:** Valid Florida Driver's License. FRA-RP/RA Certification preferred. This is a designated classification in the Town's Emergency Operations Plan and will require the employee occupying this position to work during critical incidents and/or declared emergencies. Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of employment.

**SKILLS:**

Advanced knowledge of principles, practices, methods and theories of planning, community redevelopment as it relates to municipal community development, including strategic planning, finance, business development, acquisition sourcing, and government contracting.

Advanced knowledge of Florida Redevelopment law, specifically F.S. Chapter 163, the Community Redevelopment Act.

Advanced knowledge of laws, ordinances, regulations, and statutes that govern urban planning functions.

Advanced knowledge of community redevelopment functions, growth management and land development legislation.

Ability to develop and manage project budgets.

Ability to coordinate and administer economic development/redevelopment strategies and projects with other departments and agencies (both internal and external).

Ability to inspect complex projects for conformance to contract documents.

Ability to delegate, manage, and supervise effectively.

Ability to review, understand and render opinions and recommendations regarding ordinances, land development legislation, codes, special requests and applications, or other information as may be determined.

Ability to analyze and compute statistics, financial transactions, and other standard calculations related to the analytical functions of the position.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability to prepare, analyze, and maintain detailed reports and records.

Must possess a high standard of excellence, strong work ethic, and be independent, self-motivated, and detail oriented.

Must be creative, highly adaptable to changing circumstances, priorities, and opportunities; and able to juggle tasks and meet deadlines.

Knowledge of Microsoft Office Suite.

**ACKNOWLEDGMENTS:**

**The duties listed above are intended only as illustrations of the types of work that may be performed. 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.**