



HISTORIC TOWN OF EATONVILLE, FLORIDA
REGULAR CRA MEETING
JANUARY 23, 2025, AT 6:30 PM
Cover Sheet

****NOTE**** Please do not change the formatting of this document (font style, size, paragraph spacing etc.)

ITEM TITLE: Resolution # CRA-R-2025-08 CRA Job Descriptions

COMMUNITY REDEVELOPMENT ACTION:

CRA DECISION	X	Department:
CONSENT AGENDA		Exhibits: see Resolution for positions descriptions
NEW BUSINESS	X	
ADMINISTRATIVE	X	
CRA DISCUSSION		

REQUEST: Approval of Resolution # CRA-R-2025-08

SUMMARY: Administration is requesting that the following positions and job description be supported to ensure the efficient operations of the agency. Each position is reflected in the organization chart and supported in the budget amendment #2

RECOMMENDATION: Approval of Resolution # CRA-R-2025-08

FISCAL & EFFICIENCY DATA: N/A

RESOLUTION # CRA-R-2025-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY (TOECRA), EATONVILLE, FLORIDA, BOARD OF DIRECTORS AUTHORIZING THE JOB DESCRIPTIONS FOR THE FOLLOWING PART-TIME POSITION OF EXECUTIVE ASSISTANT; PROGRAM COORDINATOR; OFFICE ASSISTANT AND FISCAL COORDINATOR PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS the members of the governing body and two (2) additional members from the taxing authorities serve as Directors of the Agency; and

WHEREAS, such members constitute the head of a legal entity, separate, distinct, and independent from the governing board of the County and Municipality; and

WHEREAS the TOECRA Board of Directors is the fiduciary to the CRA Trust Account and seeking to manage the CRA Trust in an efficient manner and ensure the operations of the agency is functioning in productive manner; and

WHEREAS the TOECRA Board of Directors does hereby authorize the creation of the job descriptions for the positions of Executive Assistant, Fiscal Coordinator, Office Assistant and Program Coordinator; and

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY OF EATONVILLE, FLORIDA,

SECTION ONE: BACKGROUND: The TOECRA has the responsibility to implement the CRA Plan for the Town of Eatonville and that responsibility includes adopted programs and community-based programming which impact goals and objectives of the plan. A clear division of duties aligns with staff having clear and concise expectations. The purpose of job descriptions is to define the responsibilities, expectations, and required skills for a specific role, facilitating effective hiring, performance management, employee development, and legal compliance, ultimately ensuring a better understanding between the employer and employee regarding their work duties and contributing to overall organizational efficiency

SECTION TWO: PURPOSE: Ensure the TOECRA administrative operations are seamless and efficient

SECTION THREE: CONFLICTS: All Resolution or parts of Resolutions in conflict with any other Resolution or any of the provisions of this Resolution are hereby repealed.

SECTION FOUR: SEVERABILITY: If any section or portion of a section of this Resolution is found to be invalid, unlawful or unconstitutional it shall not be held to invalidate or impair the validity, force or effect of any other section or part of this Resolution

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

PASSED AND ADOPTED this _____day of _____, 20_____.

ATTEST:

Veronica L. King, Town Clerk

Angie Gardner, Chair

Town of Eatonville Community Redevelopment Agency
CRA Office Assistant

SALARY

See Position Description

LOCATION

Eatonville, Florida, FL

JOB TYPE

Part-Time

DEPARTMENT

CRA

OPENING DATE

01/24/2025

CLOSING DATE

01/31/2025 11:59 PM

Job Description

Pay Range: \$18.50-\$20.00 hourly dependent on knowledge and experience

Duties:

- Provide project coordination support, including organizing and maintaining project files, tracking deadlines, and assisting with project documentation.
- Assist with customer support activities, such as answering phone calls, responding to emails, and addressing customer inquiries or concerns.
- Coordinate and assist with event planning tasks, such as scheduling meetings, booking venues, arranging catering, and managing event logistics.
- Perform various clerical duties, including filing documents, data entry, photocopying, and scanning.
- Act as a personal assistant to the office manager or executive staff by managing calendars, scheduling appointments, and making travel arrangements.
- Handle administrative tasks specific to CRA offices, such as managing records, scheduling appointments, and processing program files.
- Serve as a receptionist in a TOECRA office setting by greeting visitors, checking them in/out, and directing them to the appropriate departments offices.

- Perform order entry tasks by accurately inputting customer orders into the system and ensuring timely processing.

Qualifications:

- High school diploma or equivalent required; additional education or certification in office administration is a plus.
 - Proven experience in an administrative role or similar position is preferred.
 - Strong organizational skills with the ability to multitask and prioritize tasks effectively.
 - Excellent communication skills, both verbal and written.
 - Proficient in using computer software programs such as Microsoft Office Suite (Word, Excel, PowerPoint) and QuickBooks.
 - Knowledge of office policies and procedures and terminology is desirable for positions in CRA settings.
 - Ability to maintain confidentiality and handle sensitive information with professionalism.
 - Attention to detail and accuracy in performing clerical tasks.
 - Strong problem-solving skills and ability to work independently or as part of a team.
- **Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.**

If you are a motivated and organized individual with excellent administrative skills, we invite you to apply for the Office Assistant position. We offer competitive compensation and benefits packages, as well as opportunities for professional growth and development. To apply, please submit your resume and cover letter detailing your relevant experience and qualifications.

Job Type: Part-time

Pay: \$18.50 - \$21.00 per hour

Expected hours: No more than 30 per week

Schedule:

TBD

Weekends as needed

Experience:

Customer service: 1 year (Required)

**Town of Eatonville Community Redevelopment Agency
CRA Program Coordinator**

SALARY

See Position Description

LOCATION

Eatonville, Florida, FL

JOB TYPE

Part-Time

DEPARTMENT

CRA

OPENING DATE

01/24/2025

CLOSING DATE

01/31/2025 11:59 PM

Job Description

Pay Range: \$25.00-\$30.00 hourly dependent on knowledge and experience

Minimum Preparation for Work:

- Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and
- Three (3) years of experience in project and/or program coordination and administrative support. Experience with state and/or federal grants in a government or non-profit setting is preferred.
- Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is experienced professional and administrative work in the areas of project/program coordination, compliance and administrative support. An employee of this class is responsible for coordinating and performing administrative tasks in support of CRA programs, projects and initiatives implemented pursuant to the Town's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the Town of Eatonville Community Redevelopment Agency to carry out the duties of the Agency.

The CRA Program Coordinator is hired by the Executive Director. Work is performed in accordance with pertinent state and municipal laws and ordinances. An employee in this class exercises considerable independent judgment and has latitude in performing duties. General direction is provided by the TOE CRA Executive Director. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates and performs professional and administrative tasks for projects activities related to residential and commercial programs and redevelopment projects.
- Conducts intake and screening of program applications for completeness and qualification.
- Prepares legal documentation and formal correspondence, such as contracts, liens, covenants, notifications, and transmittals based on established templates and guidelines.
- Assists with meeting coordination and scheduling.
- Monitors and tracks contracts for deadlines and compliance.
- Obtains, reviews, analyzes, and deciphers a variety of technical information and reports including, but not limited to, household income and occupancy, property ownership and title work, property tax delinquency, liens, judgements and code violations, rent rolls and certification, Davis Bacon payroll certifications and real estate appraisals, based on policies and guidelines and/or in consultation with subject matter experts.
- Assists with grant reporting and compliance.
- Maintains case files in specialized program management software to allow for accurate project management and monitoring.
- Assists with program and project-related accounts payables and contract processing and recording.
- Responds to routine, non-routine, and/or escalated information requests from customers to include both internal and external sources.
- Assists with public outreach and public relations activities.
- Tracks, monitors, and updates information on City website and other media outlets within area of authority.
- Serves as liaison between the CRA office and other internal departments/divisions of the City, as well as, external agencies and organizations, property owners, tenants and community stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of general project coordination principles, practices, techniques, and methods.
- Familiarity with community development and real estate practices and principles.
- Ability to apply federal, state, and local laws, rules, regulations, and policies as needed to ensure compliance.
- Ability to independently make sound judgments and recommendations based on objective observations and analysis.

- Ability to recognize if/when a decision can be made or if it should be escalated to a higher-level manager for input.
- Ability to draft legal documents and formal and informal communication instruments accurately and concisely.
- Ability to manage and maintain spreadsheets and critical data.
- Knowledge of effective communication techniques as needed to communicate with audiences from a variety of different backgrounds to include dealing with difficult people as well as other communication techniques used to calm escalated matters.
- Knowledge of standard office procedures, terminology, and best practices.
- Ability to establish and maintain effective working relationships with associates and the general public.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch.

Specific vision abilities include near distance, far distance, color, peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

Agency

Town of Eatonville

Address

307 E. Kennedy Blvd
Eatonville, Florida, 32751

Phone

407-623-8900

Website

www.eatonvillecra.org

CRA Program Coordinator Supplemental Questionnaire

***QUESTION 1**

Did you graduate from an accredited college or university with a Bachelor's degree in an appropriate discipline?

Yes

No

***QUESTION 2**

Do you have three years of experience in project and/or program coordination and administrative support?

☐ Yes

☐ No

***QUESTION 3**

Do you have experience with state and/or federal grants in government or a non-profit setting? (this is preferred)

☐ Yes

☐ No

QUESTION 4

If you are claiming Veteran's Preference, have you attached your DD214 or a letter from your Commanding Officer indicating your dates of service and honorable serving status?

☐ Yes

☐ No

☐ Not Applicable

* Required Question

Executive Assistant

Department: Community Redevelopment Agency

Salary Range: \$39,000 - \$46,800

Classification : Part-time (Non-Exempt)

This is an executive secretarial and related clerical work for the Executive Director of the CRA. Employees in this class perform a variety of complex secretarial and clerical duties. This position is responsible for planning, organizing, and implementing community initiatives, events, and programs to engage residents, build relationships with local stakeholders, and address community needs by facilitating communication, coordinating resources, and fostering a sense of connection within a specific area or organization. Incumbents utilize a variety of skills and exercises considerable independent judgment.

ESSENTIAL JOB FUNCTIONS:

This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Identifying community issues
- Developing outreach strategies
- Managing volunteers
- Monitoring the effectiveness of community programs
- Identifying community needs and concerns through surveys, focus groups, and meetings.
- Developing and executing community outreach programs to inform residents about available services and initiatives.
- Building relationships with local organizations, businesses, and community leaders.
- Organizing and facilitating community events, workshops, and forums
- Designing and managing community programs aligned with identified needs.
- Creating program materials, including brochures, flyers, and presentations
- Recruiting and managing volunteers for community projects
- Monitoring program progress and adjusting as needed
- Maintaining open communication with community members through various channels (social media, newsletters, website)
- Preparing reports on community engagement activities and program outcomes
- Communicating key information to stakeholders and partners
- Managing budgets and allocating resources for community projects

- Maintaining databases of community members and organizations
- Coordinating logistics for events and activities (venue booking, permits, catering)

Performs related work as required.

MINIMUM QUALIFICATIONS/ SPECIAL REQUIREMENTS:

Knowledge, Skills, and Abilities: Extensive knowledge of executive secretarial methods, techniques, and procedures.

Knowledge of procedures for operating various office equipment, including personal computers.

Knowledge of standard formats used for a variety of letters, memos, and related documents. Thorough knowledge of general office procedures, practices, and equipment.

Knowledge of the department to which assigned including its policies, procedures, regulations, organization and workflow.

Knowledge of executive protocol and other proper order of etiquette in conducting secretarial activities with responsible Town Officials.

Considerable knowledge of business English, spelling and arithmetic.

Considerable knowledge of the structure and function of various Town departments. Excellent communication and interpersonal skills to build relationships with diverse community members. Strong organizational and project management skills to plan and execute initiatives effectively. Ability to work independently and collaboratively with teams.

Creative problem-solving skills to address community challenges. Proficiency in Microsoft Office Suite and social media platforms

Ability to express ideas clearly and concisely, verbally and in writing.

Ability to compose letters, memos, and related documents covering a variety of routine work related topics.

Ability to research and develop information from a variety of sources.

Ability to supervise subordinates in a manner conducive to full performance and high morale.

Education; Experience Requirement: High School Diploma or G.E.D. equivalent and three (3) years of advanced secretarial experience.

Bachelor's degree from an accredited college or university preferred.

Minimum of three years in administrative assistance or equivalent

Minimum of two years as an executive administrative assistance in Municipal Government or related field

Experience in community development, social services, non-profit organizations, or related fields

Background in event planning and coordination

Familiarity with local community issues and resources

Certificates and Licenses:

Valid Florida driver license

Physical Demand and Working Conditions

The Physical Requirements and Working Conditions in which the job is typically performed are available from the Human

Resource Department. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the job.

Equal Opportunity Employer Town of Eatonville CRA and the Town of Eatonville strongly values diversity and is committed to equal opportunity and non-discrimination in all policies and practices, including the area of employment.

Accordingly, Town of Eatonville CRA does not discriminate against any person based on race, color, sex, sexual orientation or gender identity and/or expression, religion, age, national or ethnic origin, political beliefs, marital status, medical condition, genetic information, veteran status, or disability, or the perception of any of the above. People of all genders, members of all racial and ethnic groups, people with disabilities, and veterans are encouraged to apply.

Qualified applicants with criminal convictions will be considered after an individualized assessment of the conviction and the job requirements.