



Office of the  
Town Manager

## Administrative Policy #23-009

### ADMINISTRATIVE POLICY

**TO:** Senior Staff

**FROM:** Bambi McKibbon-Turner  
Assistant Town Manager/Human Resources Director

**ON BEHALF**  
**OF:** John D'Agostino, Town Manager

**DATE:** November 29, 2023

**SUBJECT:** Administrative Policy – Job Description for  
Community Redevelopment Administrator for the  
Community Redevelopment Agency

The purpose of this Administrative Policy #23-009 is to establish the job description for the position of Community Redevelopment Administrator for the Community Redevelopment Agency pursuant to the direction of the Town Manager.

This Administrative Policy #23-009 is effective immediately.

Bambi McKibbon-Turner, Assistant Town Manager/Human Resources  
Director

Date: November 29, 2023

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# Town of Lake Park Community Redevelopment Agency



## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## COMMUNITY REDEVELOPMENT ADMINISTRATOR

**Department:** Community Redevelopment Agency

**Pay Grade:** No Pay Grade. Contract Employee

**FLSA Status:** Exempt

### JOB SUMMARY

Under the direction of the Community Redevelopment Agency (CRA) Executive Director, responsible for the implementation of the adopted Lake Park Community Redevelopment Master Plan and for providing responsible managerial, professional, and supervisory functions in coordinating the Town of Lake Park CRA Master Plan, its programs and activities. The position is a highly professional and administrative position that participates in executive level discussions and decision-making in a variety of areas, most particularly, but not limited to, redevelopment, community planning and economic development. The position also serves as an “ombudsman” and advocate for master plan and redevelopment projects within the Town’s CRA District to resolve problems with downtown redevelopment projects and facilitates smooth and timely completion of those projects. The “ombudsman” responsibilities extend to working proactively with established business associations within the CRA to solicit input and promote CRA projects and initiatives. Work involves application of specialized knowledge and administrative skills in planning for the unified development of the CRA district by managing projects, contracts, managing budget processes, completes required reports for the CRA, City and State, conducts research and completes data analysis. Position reports to the CRA Executive Director and takes policy direction from the CRA Board as authorized through formal votes and consensus direction.

### ESSENTIAL JOB FUNCTIONS

- Serves as advisor to the City Management on CRA planning, development, redevelopment, and intergovernmental issues
- Prepares long range and short-range redevelopment plans, capital improvement programs and applications in accordance with all applicable laws and Town policies. This includes CRA Plan amendments, updates, and works with the Community Development Director on changes to Ordinances to facilitate development initiatives within the CRA boundaries

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- Creates reports and represents the CRA at CRA Board meetings to accomplish CRA goals and objectives.
  - Oversees the implementation of the CRA Plan recommendations in accordance with the priorities established by the CRA Board
  - Conducts and participates in various scheduled meetings, e.g., management team meetings, capital improvement meetings, weekly staff meetings, business associations, and other such meetings to further the objectives of the CRA Master Plan with businesses in the CRA.
  - Provides staff support for the CRA Board of Directors through the Executive Director as required. This includes agenda preparation, meeting attendance, public presentations, collaboration with the CRA Executive Director when establishing meeting agendas.
  - Collaborates with Town Department Directors and staff to accomplish CRA goals & objectives
  - Monitors private development projects within the CRA and creates and updates revenue projections for the CRA based upon this new development/redevelopment
  - Prepares the annual operating budget for the CRA for review by the CRA Executive Director; monitors adherence to established budget parameters.
  - Develops requests for qualifications, requests for proposals and invitations to bid pursuant to the Town's purchasing Ordinance to solicit competitive proposals and bids for projects and initiatives
  - Manages major CRA construction projects
  - Provides oral presentations in public and official forums on behalf of the CRA
  - Provides approval for all department requisitions and receiving reports as final authority; reviews activities of administrative support personnel (if any) in processing requisitions, purchase orders and correspondence, and in monthly report preparation to the CRA Board of Directors. This is an independent position and requires the incumbent to prepare and process much of the CRA's requisitions, purchase orders and correspondence independently.
  - Ensures the appropriate level of community engagement is conducted through CRA planning initiatives, capital projects and unplanned issues that may arise to proactively solicit resident and stakeholder input. This may include public hearings through City advisory boards, such as the Planning and Zoning Board.
  - Works proactively with business associations and groups within the CRA to maintain open communication, collaborate and share information related to CRA business and projects with the CRA area.
  - Performs other job related duties as directed.

## **QUALIFICATIONS**

### **Education and Experience:**

- A Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, finance, planning or closely related field; supplemented by five (5) years progressively responsible management experience in redevelopment, planning, architecture, and community development related services in municipal or county setting.
- Certification as a Redevelopment Administrator or Redevelopment Professional through the Florida Redevelopment Association is required.
- In addition, a minimum of five years of progressively responsible management experience in economic development, redevelopment, planning, architecture, and/or community development related services in municipal or county setting is required.

### **Special Qualifications:**

- Must have a valid Florida Driver's License

### **Knowledge, Skills and Abilities:**

- Knowledge of Town Ordinances and Resolutions relating to the work of the Community Redevelopment Agency
- Thorough knowledge of economic development techniques and initiatives, including the various programs available through the county, state and federal government to assist in business development
- Thorough knowledge of county, state and federal government programs established to assist in the development of business plans such as the United States Small Business Administration SCORE program, etc.
- Skill in the preparation of requests for proposals, requests for qualifications, and invitations to bid
- Ability to work independently and as part of a team
- Ability to communicate effectively both orally and in writing
- Excellent presentation skills
- Ability to establish and maintain effective work relationships with departmental officials, associates, subordinates, and the general public and CRA businesses and residents.

## **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, speaking, standing, talking, visual acuity, and walking.

**WORK**  
**ENVIRONMENT**

Tasks of this position may require exposure to adverse environmental conditions (i.e. dirt, cold, rain, fumes). This position regularly makes decisions that could lead to major community or organizational consequences within the CRA.

**The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation and training.**