

COMMUNITY REDEVELOPMENT PROJECT/MARKETING COORDINATOR

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 PROJECT/MARKETING COORDINATOR

Department: Community Redevelopment Agency

Annual Salary Range: \$73,549.82 to \$117,679.72

FLSA Status: Non-Exempt

Pay Grade: 120

Full Time

JOB SUMMARY

Under the direction of the Community Redevelopment Agency (CRA) Administrator, develops plans and executes project and marketing initiatives that grow the Town and Community Redevelopment Agency brand and drive targeted individuals, businesses, and investors to desired actions. The ideal candidate must be a "go getter" and a "rain maker" and will have prior experience with a wide range of place-marketing and place-branding functions, including community consensus building and communications, business development, retention and attraction, branding and campaign development, events, public relations, promotions, digital marketing, email and social media. Must be an organized multitasker able to handle many diverse projects at once to meet deadlines. Stays informed about the market, industry trends, and the competitive landscape, while helping implement best practices in all marketing activities. Ensure all marketing efforts serve to achieve immediate and long-term agency goals, identifying and executing improvements for processes, content, and results.

Responsible for business attraction including meeting with prospects, identifying target tenants, calling to follow up with potential tenants, and working with area real estate professionals to attract new businesses. Promote and process incentives to business and property owners. Oversee design of printed communications such as brochures, flyers, update web site, daily social media activity, create newsletters and coordinate media. Assist the CRA Administrator with related duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Plans marketing and business related activities
- Researches and drafts reports
- Creates content
- Reviews creative ads and videos
- Manages brand and social media
- Coordinates and executes special events
- Manages campaigns/promotions
- Tracks results
- Manages public relations for the CRA
- Builds relationships internally and externally
- Processes incentives
- Procures and directs vendors
- Manages website changes
- Troubleshoots obstacles and otherwise supports and drives all marketing plans and activities.
- Assists in the implementation and adherence of brand strategies to ensure we continue to grow together as a Town.
- Ensures success of every project by understanding expectations, communicating objectives, reporting on timelines, and sending deliverables to all team stakeholders.
- Supports the use and development of internal tools, including project management software, analytics tracking capability, and websites.
- Collaborates and works closely with members of the Town's marketing and communications team as well as the CRA team to gain and share knowledge (ideas and tactics) and best practices from experiences, workshops, research, and seminars.
- Performs related duties as assigned.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Marketing, Public Relations, Business, Retail Sales or a related field, or a minimum of five (5) years proven experience in a related field, or any equivalent combination of training and experience.
- Experience in planning and coordinating special events and activities, retail marketing, business attraction, retail merchandizing. Experience in seeking sponsorships, value added promotions, advertising and media relations. A valid driver's license is required.

Knowledge, Skills and Abilities:

- High degree of oral and written communication skills and attention to detail
- Self-motivated, self-starter with the ability to work under pressure and meet deadlines.
- Government experience a plus.
- Strong understanding of new technologies and how they can be applied to marketing
- Sound understanding of branding and marketing principles
- Ability to develop and manage a budget
- Creative and innovative
- Problem solver
- Proficient in Microsoft Office Suite or related software.
- Superior interpersonal skills and ability to work extremely well as part of a team.

PHYSICAL DEMANDS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

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, 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.

CRA SURVEY RESULTS

| Community Redevelopment Agency | Position Title(s) | Annual Salary Range(s) | Current Salary of Incumbent(s) |
|--------------------------------|---|-----------------------------|---|
| City of Pompano Beach | Redevelopment Coordinator | \$66,901.54 - \$103,549.68 | Current Salary \$66,901.54 / Position held 4 months |
| | Redevelopment Project Manager | \$73,756.80 - \$114,162.46 | Current Salary \$106,096.43 / Position held 3 years |
| City of Boynton Beach | Business Development & Promotions Manager | \$58,000 - \$115,000 | \$113,228 / Position held 9 years |
| | Grants and Project Manager | \$58,000 - \$105,000 | \$100,949 / Position held 9 years |
| | Marketing & Business Promotions Coordinator | \$45,000 - \$55,000 | \$61,605 / Position held 2 years |
| | Development Services Manager | \$71,000 - \$130,000 | \$125,661 / Position held 17 years |
| City of Lake Worth Beach | Marketing Program Manager | \$65,000 - \$120,000 | \$90,000/Position held since 2014 |
| City of Bradenton | CRA Coordinator | \$46,758 - \$70,138 | \$65,000/Position held since 12/2024 |
| | CRA Manager | \$68,078 - \$102,118 | \$99,854.04/Position held since 5/2022 |
| City of Sarasota | Economic Development Manager | \$90,448 - \$119,844 | \$119,844/ Position held 2.5 years |
| | Business District Manager | \$77,771 - \$101,102 | \$91,103/Position held 3 years |
| | Business Relations Coordinator | \$74,067 - \$96,288 | \$86,765/Position held 2 years |
| City of St. Petersburg | No response received | | |
| Martin County | Community Development Coordinator | \$58,657 - \$96,784 | \$65,680 / Position held since 4/2024 |
| | Community Development Program Mgr. Community Development Marketing Specialist | \$69,861 - \$115,272 | \$72,700 / Position held since 11/2021 |
| | | \$55,337 - \$91,306 | \$56,921 / Position held since 11/2021 |
| City of Dunedin | Director of Economic & Housing Development | \$113,300.80 - \$166,961.60 | \$160,971.16/Position held 20+ years |
| | Economic Development Specialist | \$50,564.80 - \$70,782.40 | \$56,925.02/Position held 1 year |
| | Special Project Coordinator | \$50,564.80 - \$70,782.40 | \$63,451.18/Position held 10 years |

CRA SURVEY RESULTS

| | | | |
|-------------------|--|--|---|
| City of Pensacola | CRA Program Coordinator CRA Program Manager Assistant CRA Division Manager CRA Division Manager | \$52,353.60 - \$86,382.40 \$57,720.00 - \$95,243.20 \$77,355.20 - \$127,628.80 \$85,280.00 - \$140,691.20 | Currently Not Filled \$77,251.20 /Position held since 4/2024 \$89,918.40/Position held since 10/2023 \$111,488.00/Position held since 4/2023 |
|-------------------|--|--|---|

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 293

REDEVELOPMENT PROJECT COORDINATOR

GENERAL

Responsible for providing administrative and project coordination services for the downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency management, neighborhood redevelopment, housing projects, and horizontal and vertical construction projects. The coordinator reports directly to Project Managers.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Provides administrative assistance to CRA Executive Director and Project Manager.
- Attends CRA Board meetings—responsible for taking meeting minutes and ensuring all meeting records are properly recorded.
- Performs agency's records management functions in compliance with Florida public records law.
- Assists with the management and implementation of redevelopment plans for various projects; may be in charge of coordinating several projects at the same time; Must be highly organized and efficient;
- Facilitate redevelopment projects by coordinating with private developers and business owners
- Assists in coordinating initiatives related to redevelopment, land development and economic development;
- Interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Organize and analyze information and formulate recommendations to Project Manager;
- Compile databases and relevant planning and economic information regarding commercial, housing, retail, industrial, and office development activity;
- Coordinate community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Assist in the preparation of developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;
- Become familiar with all redevelopment incentives offered and the requirements for application approval. Facilitate the incentive application approval process.
- Receives and reviews various documents including vacancy surveys, new occupational licenses, development site plans, property sales, creative copy graphics, newsletters, invoices, etc.
- Researches, plans, and coordinates special programs and projects by working with consultants, contractors, City, County, State, and Federal agencies in order to assure

that program activities are implemented and completed effectively and in a timely manner.

- Reviews and processes invoices
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects
- Oversees tenant relations for CRA owned properties, coordinates rent collection, lease execution, etc.
- Coordinates activities required for property maintenance
- Prepares and present agenda items for presentation to CRA Board
- Assists in preparation of project budgets.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of using social media as a promotional tool, as well as, in application of social media in promotion and attraction, attracting residents and visitors to events.
- Knowledge of the principles, theories, philosophy and techniques of cultural and commercial marketing, promotions, and advertising.
- Knowledge of cultural and community development, outreach processes and facilitation.
- Knowledge of planning, coordinating and implementing special events, promotions and multi-faceted activities.
- Knowledge of the budgeting practices of performing and visual arts organizations
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge
- Knowledge of current practices in the field of local arts agency administration.
- Knowledge, dedicated, passion and commitment to assisting businesses, nonprofits, emerging artists and arts organization.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to leveraging and receiving sponsorships, grants, in kind and other services to support promotions, special events or activities.
- Ability to draft strategic plans and their application to cultural and commercial marketing.
- Must have a high level of energy and persistence and passion towards the mission of the Agency.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, personable and friendly disposition and a positive can-do attitude with individuals or groups.
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to plan and organize effective educational and informational programs
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of two (2) years experience in the public/private sector in a progressive city in real estate development, planning, project coordination, economic development and/or any equivalent combination of training and experience. Government experience and knowledge of intergovernmental operations and the redevelopment process a plus. Being able to bridge between the private sector and public sector is critical.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

11/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 26/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 299

REDEVELOPMENT PROJECT MANAGER I

GENERAL

This is highly advanced professional position that will be responsible for developing the City's downtown areas, neighborhood redevelopment management, redevelopment incentives, Community Redevelopment Agency management redevelopment, housing projects, and horizontal and vertical construction projects. Work is performed with minimal supervision under direction of the Project Manager III and CRA Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Management and implementation of redevelopment plans and projects from inception, planning to delivery.
- Manage project budgets and redevelopment plans.
- Coordinate external vendors, internal City/CRA staff and stakeholders to ensure deliverables, requirements and schedules, cost and plans are well communicated. Must be highly organized and efficient.
- Assist private developers and business owners with regulatory processes, i.e., planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development.
- Become familiar with all redevelopment incentives offered and the requirements for application approval.
- Facilitate the incentive application approval process.
- Provide grant management.
- Prepare Requests For Proposals or bids for the purpose of disposal, development or renovation of CRA land or buildings that provides site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers.
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects.
- Interact with community groups, residents, business owners to ensure the CRA projects are well understood.
- Prepares agenda items for presentation to CRA Board and Advisory Boards meetings and other groups such as the Economic Development Council.
- Organize and analyze information and formulate recommendations to CRA Director and Project Manager III.
- Compile databases and relevant planning and economic information regarding housing, commercial, industrial, and office development activity.
- Organize community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of planning principles and practices as applied to the collection of community planning data and preparation of written and graphic reports.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Knowledge of basic account receivables records.
- Knowledge of construction requirements and contracts.
- Skills to effectively communicate and interact with others.
- Ability to direct and participate in complex planning studies, to analyze information and to formulate substantive recommendations.
- Ability to interpret laws, rules and regulations.
- Ability to communicate both written and orally.
- Ability to establish and maintain effective working relationships.

- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of four (4) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certification, a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 09/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 28/50

Location: Community Redevelopment Agency Department

GERS: Regular Class

BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (BBCRA)
100 E. OCEAN AVENUE, 4TH FLOOR, BOYNTON BEACH, FL 33435

JOB DESCRIPTION

JOB TITLE: BUSINESS DEVELOPMENT & PROMOTIONS MANAGER

OPENING DATE:

CLOSING DATE:

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

SALARY: \$58,000 - \$115,000 (Hire range) DOQ

REPORTS TO: EXECUTIVE DIRECTOR

UPDATED: AUGUST 27, 2024

GENERAL STATEMENT OF DUTIES:

The Business Development & Promotions Manager is responsible for overseeing and executing strategic initiatives that enhance the visibility and success of businesses within the BBCRA district. This role includes planning, developing, and marketing special programs, initiatives, and events, overseeing digital and print marketing efforts, and driving business development through community engagement and promotional activities. The Manager will also be responsible for managing relationships with vendors, media, and business owners, and ensuring that all activities align with the CRA's goals and objectives. Additionally, the manager will supervise departmental staff and assign projects and tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Development Responsibilities:

- Engage regularly with local businesses in the BBCRA area to understand their needs, challenges, and opportunities for growth.
- Assist businesses in leveraging the BBCRA's promotional incentives, grant programs, and other resources to achieve their goals.
- Develop and implement strategies to attract new business to the BBCRA area while supporting the retention and expansion of existing businesses.

- Promote and educate businesses about BBCRA incentives and grant opportunities during events and through direct outreach.
- Collaborate with businesses to create and execute cross-promotional opportunities and initiatives that enhance visibility and drive customer traffic.
- Actively recruit businesses to participate in BBCRA-sponsored events and promotional activations.
- Oversee and maintain the BBCRA's database of area businesses, ensuring accurate and up-to-date information.
- Identify and pursue new opportunities to support and promote local businesses.
- Develop and implement comprehensive strategies for enhancing business visibility and participation in CRA initiatives.
- Provide ongoing support and guidance to businesses in navigating City and CRA processes, including permitting and compliance with regulations.
- Other duties and projects as assigned.

Marketing Responsibilities:

- Oversee the project fund budget that is allocated for the Marketing Department.
- Develop and implement marketing strategies that promote the BBCRA area as a vibrant and thriving business environment.
- Oversee the management and updating of e-mail distribution lists (media, residents, and business owners) in the designated email marketing platform.
- Lead the development, assembly, and distribution of the monthly Redevelopment Works Newsletter and periodic email blasts to promote BBCRA initiatives.
- Create and distribute marketing materials, including print and digital content, that highlight business opportunities, BBCRA initiatives, programs, and special activations.
- Manage the Video Ad Campaign, coordinating with eligible businesses and video consultants.
- Establish and maintain professional relationships with print, radio, television, internet, and other media outlets to promote and publicize BBCRA projects, initiatives, and events.
- Respond to press and public information inquiries related to business promotional initiatives.
- Build and maintain professional relationships with marketing and special event vendors.
- Oversee content creation and maintenance of BBCRA-managed websites and blogs, ensuring accuracy and engagement.
- Develop and manage a content calendar for BBCRA social media platforms, including Facebook, Instagram, Twitter, LinkedIn, and YouTube, to promote BBCRA projects and events.
- Oversee the management of the BBCRA YouTube account by uploading and organizing business development, event, redevelopment, and meeting videos.
- Lead the creation and modification of graphic designs for digital and print marketing projects.
- Prepare content for award submissions to professional organizations.
- Research, write, and develop marketing materials such as press releases, feature stories, public service announcements, and calendar listings to promote BBCRA initiatives.

- Create reports and presentations for management, BBCRA Board, and public dissemination.
- Other duties and projects as assigned.

Business Promotions & Event Responsibilities:

- Oversee the project fund budget that is allocated for the Business Promotions Department.
- Plan, develop, and manage the creation, setup, and execution of events that promote business development within the BBCRA district and support the goals of the BBCRA.
- Research and procure service and rental providers, manage contracts, and process invoices related to event needs.
- Conduct meetings to identify and address promotional needs, issues, and concerns, and coordination of outreach initiatives.
- Coordinate the submission of any required permits and services provided by the City, Police Department, Fire Department, Public Works, Recreation & Parks, Utilities, or any other applicable departments.
- Identify and recruit musicians, entertainment, and vendors for events, ensuring a diverse and engaging lineup.
- Oversee vendor relations and the business development aspects of events, ensuring successful participation and satisfaction.
- Lead the onsite implementation and coordination of event logistics, ensuring smooth operation and a positive experience for all participants.
- Coordinate BBCRA participation in and presence at citywide events, tradeshow, conventions, and conferences.
- Evaluate the success of events and promotional activations, gathering feedback from participants and making recommendations for future improvements.
- Manage general office tasks related to event planning, including data entry, scanning, filing, and copying documents.
- Other duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- **Qualifications:** Bachelor's degree in Marketing, Communications, Advertising, Business, or a related field; minimum of four (4) years of proven experience in business development, public relations, social media, digital marketing, or event management. Government and/or Special District experience is a plus.
- **Technical Skills:** Proficient in Microsoft Office (Word, Outlook, Excel, Publisher, PowerPoint), with working knowledge of the Adobe Creative Suite (Illustrator, Photoshop, InDesign), open-source CMS platforms (e.g., WordPress, Joomla, Drupal) for website management, and MailChimp or similar email marketing programs. Experience managing social media platforms (Facebook, Instagram, Twitter, YouTube) and familiarity with basic HTML is a plus.
- **Communication Skills:** Excellent oral and written communication skills with strong attention to detail. Ability to create engaging content and effectively communicate with a wide range of stakeholders.

- **Project Management:** Self-motivated and capable of managing multiple tasks simultaneously, working under pressure to meet deadlines. Ability to think innovatively and creatively while working both independently and within a team.
- **Physical Ability:** Tasks require regular performance of moderately physically demanding work, involving activities such as climbing, balancing, stooping, kneeling, and lifting, carrying, pushing, or pulling moderately heavy objects (up to 50 pounds) without assistance.
- **Driver's License:** Must possess and maintain a valid Florida driver's license.
- **Availability:** Must be available to work Monday – Friday, with flexibility for nights and weekends as needed for promotional activations and events.

An Equal Opportunity Employer – M/F/D/V

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)
JOB DESCRIPTION**

TITLE: GRANTS AND PROJECT MANAGER

REPORTS TO: EXECUTIVE DIRECTOR; ASSISTANT DIRECTOR;

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

UPDATED: JULY 21, 2020

GENERAL STATEMENT OF DUTIES:

Provides project management and support services to the Executive Director and Assistant Director. Responsible for completing complex and technical assignments and associated projects as assigned. Oversees the agency's various grant programs. Coordinate support services workflow, providing direction of job activities to clerical support staff, and prescribing methods. This individual is expected to assist and work collaboratively with the Executive Director and Assistant Director and provide support as directed on an ongoing and regular basis.

The incumbent works under the direction of the Executive Director and Assistant Director and work is reviewed through meetings, reports, observation, and task/report/project completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees CRA Economic Development Grant Programs including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Oversees CRA Neighborhood Signage Program including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Oversees the CRA Board Packet production process under the supervision of the Executive Director and Assistant Director.
- Responsible for CRA Board and workshop meeting logistics, revisions, and finalization of production materials as needed. May need to work in collaboration with the Executive Director and Assistant Director or other CRA staff.
- Responsible for office supplies, including ordering, special orders, stocking, and inventory efficiencies. Develops and maintains procedures for efficient and cost effective inventory control (as assigned).
- Serves as primary administrative/project management support to the Executive Director and first contact point for the CRA Board Members other officials and the general public.

- Develops, posts, and maintains Master Calendar for CRA, including but not limited to, public meetings, workshops, and conferences.
- Works with other CRA staff to assist and oversee assigned project goals. Updates the Executive Director on an on-going basis (e.g., makes phone calls, tracks status of RFPs, updates strategic plan).
- Assists with the CRA's certified Records Management system as it relates to requirements of the State of Florida; organizes and manages all public records. Handles archival of records to be sent to warehouse, and scanning paper copy records into file system, and any other associated record management duties.
- Provides project management support to the Executive Director, Assistant Director, and Development Services Manager.
- Develops and maintains CRA library to ensure a sufficient number of copies of Board packets, CRA collateral material, and other official documents are available for public review or purchase. Stocks and replenishes material as needed.
- Assists with CRA real estate administration and closings. Works with CRA staff and legal on all aspects of closing transactions. Assists Executive Director and high level executives with project management, including but not limited to, construction projects, infrastructure and streetscape projects, and financial management projects.
- Provide business and management principles for strategic planning, resource allocation, leadership, and coordination of people and resources. Coordinate business processes, research new technologies for information systems improvements. Analyze internal processes, recommend and implement policy changes to improve operational efficiencies.
- Develops schedules and maintains Executive Director's calendar. Attends Board and other public meetings as needed. Drafts original letters and other documents for Executive Director's review and signature. Proofreads and edits/revises documents issued from the Executive Director's office as necessary. Assists with preparation of Administrative Department section of the budget and interfaces with Assistant Director and/or Finance Department on expenditures as needed.
- Administers Agency travel plans for Staff and Board Members (flights, registrations, hotels, shuttles, etc.) including flight changes, extra charge issues, booking hotels, processing travel paperwork and forms, and resolving other travel related problems in a timely and effective manner. Completes CRA Travel Request forms for travel approvals, provides Finance with approvals and documentation for payment processing. Provides travel details via electronic delivery and phone.
- Performs other related work as required or as assigned by supervisor(s).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of administrative and operational services management, management theories, practices and techniques. Relevant financial and legal background is a plus.
- Ability to plan, direct, and effectively supervise the work of support staff.
- Thorough knowledge of federal, state and local laws, regulations, policies and procedures relating to economic development is a plus.
- Government and/or Special District experience is a plus.
- Thorough knowledge of Microsoft & Adobe programs, data management software, Novus Board Agenda or similar board agenda management software, and familiarity with non-open and open source CMS website revision programs and various social media platforms- (e.g. Facebook, Instagram, Twitter, YouTube, etc.)
- Self-motivated, detailed oriented, self-starter with the aAbility to work both independently and with minimal direction.
- Ability to exercise judgment and discretion in applying laws, regulations, policies and procedures.
- Ability to establish and maintain effective inter- and intra-governmental business and professional associations.
- Knowledge of the principles and practices of public or business administration a.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Strong written and oral communication and interpersonal skills, to include the ability to develop effective proposals, prepare and maintain accurate records and reports, and public speaking skills.
- Strong time-management skills, project management skills and ability to manage multiple tasks and work under pressure to meet deadlines.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in Business, Economics, or Public Administration and at least twothree (32) years of relevant experience; or an unrelated Bachelor's degree from an accredited college or university and at least three (3) years of proven an equivalent combination of training, education and experience. Must possess and maintain a valid Florida driver's license.
- Experience in Microsoft Word, Outlook, Excel, and PowerPoint.
- Must possess and maintain a valid Florida driver's license.
- Physical ability – Tasks require ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (4025 pounds). Tasks may involve extended periods of time at a keyboard or work station.

An Equal Opportunity Employer – M/F/D/V

**BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (BBCRA)
100 E. OCEAN AVENUE, 4TH FLOOR, BOYNTON BEACH, FL 33435**

JOB DESCRIPTION

JOB TITLE: MARKETING & BUSINESS PROMOTIONS COORDINATOR

OPENING DATE:

CLOSING DATE:

CLASSIFICATION: NON-EXEMPT

JOB TYPE: FULL-TIME

SALARY: \$45,000 - \$55,000 (Hire range) DOQ

REPORTS TO: BUSINESS DEVELOPMENT & PROMOTIONS MANAGER

UPDATED: MARCH 6, 2025

GENERAL STATEMENT OF DUTIES:

The Marketing & Business Development Coordinator supports the goals of the Business Development & Promotions Department by executing strategic initiatives that enhance the visibility and success of businesses within the BBCRA area. This role assists in planning, developing, and marketing special programs, initiatives, and events, including digital and print marketing efforts. This role plays a key role in business development by engaging with the community, assisting with promotional activities, and supporting vendor, media, and business owner relationships. Additionally, this position helps ensure that all activities align with the BBCRA's goals and objectives, providing essential administrative and logistical support to drive successful outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Development Responsibilities:

- Communicate and engage with local businesses in the BBCRA area to assist with supporting their goals and objectives with the available promotional incentives and grant programs provided by the agency.
- Promote incentives and grant programs offered by the BBCRA at business promotional events as needed.
- Educate and assist area businesses with information about utilizing cross promotional opportunities.
- Recruit BBCRA area businesses to participate at business promotional events.
- Assist businesses in leveraging the BBCRA's promotional incentives, grant programs, and other resources to achieve their goals.

- Assist with the development of programs and strategies to attract new businesses to the BBCRA area while supporting business retention and expansion of existing businesses.
- Assist with updating and maintaining the BBCRA's database of area businesses.
- Make routine visits with local businesses to inform them of important events and redevelopment taking place within the CRA District, ascertain their promotional needs and use collected information to assist the CRA to develop and/or refine the CRA's economic development programs.
- Promote BBCRA Commercial Business Grant Programs and Incentives to local businesses and property owners during site visits.
- Other duties and projects as assigned.

Marketing Responsibilities:

- Assist with maintaining and updating e-mail distribution lists (media, residents, and business owners) in the designated email marketing platform.
- Assist with content creation for monthly newsletter and periodic email blasts to promote BBCRA initiatives.
- Assist with the development and distribution of marketing collateral to local businesses and community members such as posters, postcards, and brochures.
- Assist with the professional video and photography campaign by contacting eligible businesses, communicating with the video consultant, and overseeing onsite coordination and execution of creative content.
- Assist with content creation and posting creative to the BBCRA website, blog, Flickr, and social media accounts, including Facebook, Instagram, LinkedIn, and Twitter.
- Assist with maintaining the BBCRA YouTube account by uploading business development videos, event videos, and any other relevant media that is created.
- Add content to partner websites to advertise BBCRA promotional activities.
- Create reports and presentations, as needed, to be presented to management, BBCRA Board, and the public.
- Create and distribute marketing materials, including print and digital content, that highlight business opportunities, BBCRA initiatives, programs, and special activations.
- Assist with creation of content for award submissions to professional organizations.
- Other duties and projects as assigned.

Business Promotions & Event Responsibilities:

- Assist with the creation, planning, and execution of events that promote business development within the BBCRA district and support the goals of the BBCRA.
- Research service and rental providers for procurement of event needs; drafting agreements and processing invoices as needed.
- Assist with identifying and recruiting musicians, entertainment, and vendors for events
- Oversee the application process for BBCRA and paid vendors; draft vendor application, communicate with vendors as needed to ensure all required documents
- Assist with the business development aspect of events such as vendor relations.
- Assist with onsite event implementation and coordination of logistics.
- Assist with general office tasks related to event planning, including data entry, scanning, filing, and copying documents.

- Other duties and projects as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- **Qualifications:** Bachelor's degree in Marketing, Communications, Advertising, Business, or a related field; minimum of four (4) years of proven experience in a related field; Associate's degree in related field plus minimum of two years of professional experience in public relations, social media, digital marketing, and/or event support; or an equivalent combination of education and training and experience. Government and/or Special District experience is a plus.
- **Technical Skills:** Proficient in Microsoft Office (Word, Outlook, Excel, Publisher, PowerPoint), with working knowledge of the Adobe Creative Suite (Illustrator, Photoshop, InDesign), open-source CMS platforms (e.g., WordPress, Joomla, Drupal) for website management, and MailChimp or similar email marketing programs. Professional experience with creating content and ads for social media platforms (Facebook, Instagram, Twitter, YouTube) and familiarity with basic HTML is a plus.
- **Communication Skills:** Excellent oral and written communication skills with strong attention to detail. Ability to create engaging content and effectively communicate with a wide range of stakeholders.
- **Physical Ability:** Tasks require regular performance of moderately physically demanding work, involving activities such as climbing, balancing, stooping, kneeling, and lifting, carrying, pushing, or pulling moderately heavy objects (up to 50 pounds) without assistance.
- **Driver's License:** Must possess and maintain a valid Florida driver's license.
- **Availability:** Must be available to work Monday – Friday, with flexibility for nights and weekends as needed for promotional activations and events.
- **Additional Attributes:** Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines. Innovative and creative thinker, who possesses the ability to work independently and in an open team setting. Sound understanding of branding, business development, communications, and marketing principles.

An Equal Opportunity Employer – M/F/D/V

BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)
710 N. FEDERAL HIGHWAY, BOYNTON BEACH, FL 33435
JOB DESCRIPTION

JOB TITLE: DEVELOPMENT SERVICES MANAGER
CLASSIFICATION: EXEMPT
REPORTS TO: EXECUTIVE DIRECTOR

WRITTEN: 09/22/2014
UPDATED: 11/7/14

The CRA is an Equal Opportunity Employer - M/F/D/V

GENERAL STATEMENT OF DUTIES:

Provides advanced level administrative and support services including assistance to Executive Director and high level executives. Responsible for completing complex and technical assignments and associated office support operations as assigned. Coordinate support services workflow, providing direction of job activities to clerical support staff, and prescribing methods. The incumbent works under the direction of the Executive Director. Work is reviewed through meetings, reports, observation, and project completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs and coordinates administrative and facility management support services, including but not limited to, office clerical, telecommunications management, logistics, facilities management and maintenance, procurement, data processing, and security. Ensure safety and environmental compliance for the CRA office.
- Oversee maintenance and repair of office equipment, computer shared drives, data processing, electrical, telecommunications, and mechanical systems.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency. Maintain minutes, agendas and action items thereof. Develop, monitor and report special surveys for the CRA Board.
- Oversees CRA Economic Development Grant Programs including application review, processing, and compliance. Assists/directs Finance Specialist in grant reimbursements and compliance.
- Responsible for CRA real estate administration and closings. Works with CRA staff and legal on all aspects of closing transactions. Assists Executive Director and high level executives with project management, including but not limited to, construction projects, infrastructure and streetscape projects, and financial management projects.

- Provide business and management principles for strategic planning, resource allocation, leadership, and coordination of people and resources. Coordinate business processes, research new technologies for information systems improvements. Analyze internal processes, recommend and implement policy changes to improve operational efficiencies.
- Serves as primary administrative support to Executive Director and first contact point for the Board of Directors, other officials and the general public.
- Determine needs, obtain information, set up appointment(s), address concern(s) without the Director's assistance or provide necessary information and/or materials.
- Develops schedules and maintains Executive Director's calendar. Attends Board and other public meetings as needed. Drafts original letters and other documents for Executive Director's review and signature. Proofreads and edits/revises documents issued from the Executive Director's office as necessary. Assists with preparation of Administrative Department section of the budget and interfaces with Assistant Director and/or Finance Department on expenditures as needed.
- Responsible and accountable for the management of board packets, minutes, and public record requests.
- Supervises Administrative Assistant and other clerical personnel. Provides work direction, supervision and ongoing responsibilities, provides training, support, and feedback.
- Develops, posts, and maintains Master Calendar for CRA, including but not limited to, public meetings, workshops and conferences.
- Works with other CRA staff to assist and oversee assigned project goals. Updates the Executive Director on an on-going basis (e.g., makes phone calls, tracks status of RFPs, updates strategic plan).
- Performs various computer operations, including Desktop Publishing, Microsoft Office and other software packages. Creation and/or maintenance of Access databases for various CRA projects. Develops and updates template correspondence.
- In collaboration with Assistant Director, organizes and maintains office T Drive by determining what other files/folders are needed, consolidating, or deleting files/folders.
- Coordinates meeting availability with City or other business personnel by making phone calls, checking staff's on-line calendars and finalizing appointment dates and times. Serves as back-up to Administrative Assistant by answering incoming calls, questions, walk-ins, set up appointments or directs to appropriate staff person.
- Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative and operational services management, management theories, practices and techniques. Relevant financial and legal background.
- Ability to plan, direct, and effectively supervise the work of support staff.
- Thorough knowledge of federal, state and local laws, regulations, policies and procedures relating to economic development.
- Thorough knowledge of Microsoft & Adobe programs, data management software and website revision programs.
- Ability to work both independently and with direction.
- Ability to exercise judgment and discretion in applying laws, regulations, policies and procedures.
- Ability to establish and maintain effective inter- and intra-governmental business and professional associations.
- Knowledge of the principles and practices of public or business administration.
- Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
- Strong written and oral communication and interpersonal skills, to include the ability to develop effective proposals, prepare and maintain accurate records and reports, and public speaking skills.
- Strong time-management skills, project management skills and ability to meet deadlines.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited college or university with a major in Business, Economics or Public Administration or in place of a degree or equivalent of at least four (4) years of relevant experience; or an equivalent combination of training, education and experience. Must possess and maintain a valid Florida driver's license.

LAKE WORTH BEACH

JOB DESCRIPTION

- Creation of a strategy that encourages rehabilitation of commercial and residential properties that supports art and cultural enterprises.
- Development and implementation of a program that will encourage home ownership and business retention and expansion through the attraction of arts and arts-related investment and business to the target area. The Coordinator will be responsible for the development, implementation, promotion, funding coordination and marketing of such program.
- Coordination with other CRA Staff on the NSP-2 program to create or enhance housing opportunities, for the artist communities, in addition to, educational and business opportunities which foster the arts.
- Establishment of a structure for application, qualification and approval of artists and a method for disposition of selected properties.
- Participate in the development and administration of the Cultural Renaissance Program budget for the CRA; forecast the funds needed for staffing, equipment, capital costs, materials and; monitor expenditures.
- Working with partners, the development of a brand for the area, a marketing strategy and the establishment and coordination of an annual event that promotes the program.
- The development of marketing materials, including further development of the web site, advertisements and placement recommendations and outreach to local and national media.
- Establishment of monitoring procedures to ensure quality and success.
- Graphic design- create standard templates for use
- Design and production of promotional materials
- Web site and regular social media updates – increase presence
- Liaison to artist community – both artists and organizations (like Armory)
- Provide assistance with events
- Plan events and manage space at Lake Worth Arts Center
- Help develop/market LULA
- Provide Photography
- Provide assistance with arts-related grant applications
- Establishes and maintains office filing system
- Orders office supplies and equipment
- Make travel arrangements for Staff
- Receives incoming telephone calls and mail

Additional Responsibilities May Include:

- Generate funding through a variety of sources including grant funding. Prepare and assist in the administration of grant programs.
- Represent the CRA, as directed by ED, at Board meetings at various arts and economic development groups.
- Prepares agenda items and reports for the Executive Director and CRA Board of Commissioners.
- Other duties as assigned the Executive Director.

Knowledge of:

- Modern principles and practices of arts program development, administration and facility management.
- Public relations principles and techniques.
- Organizational and management practices as applied to analysis and evaluation of programs, policies and operational needs.
- Marketing principles and techniques.
- Budget management and grant administration.
- Long range planning and the implementation of actions in support of plans.

Qualifications:

- Bachelor's degree in Liberal Arts, Arts Administration, Art history or related degree and four years professional experience. A Master's degree may be substituted for some experience.
- At least two years of increasingly responsible experience in arts program administration.
- Prior experience with grant preparation and administration.
- Ability to develop written documents and give public presentations.
- Proficiency in Microsoft Office software including PowerPoint, Word, Excel.
- Professional appearance, conduct and behavior

Applicants are asked to:

- Present professional portfolio with writing samples, marketing material. A writing test might be included as part of interview process.



City of Bradenton Job Descriptions

| | |
|-------------------------------|---|
| Job Title: | COMMUNITY REDEVELOPMENT AGENCY COORDINATOR |
| Date prepared: | July 29, 2024 |
| Department/Location: | Community Redevelopment Agency |
| Bargaining Unit: | None |
| Classification: | Essential: This position is an Essential classification and may require employee to report to duty after a hurricane or emergency. |
| Schedule: | This position normally works a regular weekday daytime shift and may require some evening/weekend work to meet obligations of position. May require immediate response to emergency conditions. |
| FLSA Status: | Exempt |
| Supervision Exercised: | None |
| Supervision Received: | Community Redevelopment Agency Manager and Executive Director |

General Purpose of the Position: The Community Redevelopment Agency (CRA) Coordinator responsible for providing day-to-day hands-on implementation of the CRA's policies, programs, and projects consistent with the adopted Redevelopment Plans (Plans). The position also serves as a facilitator and as a liaison between the CRA and members of the public (customers) who have interests and ambitions within the Areas. The salary for this position is 100% paid by CRA increment revenue, all aspects of the job will specifically pertain to properties and locations within the designated Areas.

Essential duties and Responsibilities:

- Take direction and receive related delegated duties from the CRA Executive Director and CRA Manager about all matters.
- Collaborate with and provide reporting to the CRA Executive Director and CRA Manager on progress for all matters.
- Collaborate with other City Departments and related staff on their specific oversight related to CRA matters.
- Daily interaction with the public and other public and private agencies to coordinate with property and business owners interested in the Areas, including but not limited to phone calls, emails, and in-person meetings.
- Provide grant application management (internal and external) for the CRA, including receiving and managing public submittals on application forms for various requests specific to the CRA.
- Maintain accurate and detailed records and files specific to all CRA matters.
- Assist in creating, compiling, and distributing CRA agenda packets, staff reports, photographs, and details specific to agenda items to be scheduled to go before the CRA Board.
- When authorized, conduct field evaluations and customer meetings on properties within the Areas.



City of Bradenton

Job Descriptions

- Write and manage developer requests for proposals for the purpose of CRA projects and/or disposing of CRA land for redevelopment in conjunction with City departments.
- Attend training sessions and conferences about CRAs.
- Achieve professional designation in various levels of CRA through the Florida Redevelopment Association Academy and other relevant certifications or training.
- Communicate with community groups, residents, and business owners about CRA projects and programs.
- Collaboration, management, and creative design input of projects specific to public property, including but not limited to parks, recreational areas, public spaces, street scaping, street ROW beautification, and similar initiatives.

Skills and Physical Abilities Required:

- Thorough knowledge of intergovernmental operations and the redevelopment process, especially familiarity with and adherence to all Florida Statutes, which guide CRA activities and accountability.
- Ability to understand and implement the adopted CRA annual budget.
- Ability to evaluate and propose aspects of the CRA annual budget.
- Assist in meeting annual statutory requirements for CRA Agencies, including creating and filing an annual report and meeting other reporting and advertising requirements about the CRA.
- Ability to seek out and write grants specific to locations in the Areas.
- Assist in land acquisition on behalf of the CRA.
- Compile databases and relevant planning and economic information regarding the CRA's housing, retails, industrial, and office development activity.
- Outstanding interpersonal, written, and verbal communication skills
- Detail-oriented and organized, and exercises/presents high professionalism and performance in all aspects of representing the City and CRA.
- A self-starter, enthusiastic, and a demonstrated team builder, facilitator, and consensus builder who is positively involved with and supportive of all City Staff and the community.
- Must be able to work individually and with a team of co-workers representing multiple points of view.
- Understanding of zoning, comprehensive planning, site development and GIS mapping a plus.
- Other duties specific to the CRA, as directed and delegated by the CRA Executive Director and CRA Manager.

Computer Equipment and Software Requirements: Proficient in computer skills, including Excel, Word, Outlook, and similar office suite software.

Physical Abilities Required: May be required to sit or stand for extended periods of time. Works indoors in an office environment as well as makes site visits to outdoor areas containing public art. Light to medium lifting required (up to 30 pounds of equipment). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Education and Experience Required: Bachelor Degree from a four-year accredited college or university with a major in Urban Planning, Public Administration, or a related field; or at least two (2) years of experience in municipal or county government or CRAs. Verifiable work-related references and examples of completed



City of Bradenton Job Descriptions

redevelopment planning and projects the candidate participated in must also be provided. Must have a valid Driver's license, obtain a State of Florida-issued driver's license upon relocation, if applicable, and have a clean driving record for the past three (3) years. Must pass a background check.

Pay Grade: 120

This job description in no way states or implies that the above are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Approved:

Director _____

Date: _____

Approved as to Form:

Human Resources Manager _____

Date _____



City of Bradenton Job Descriptions

Job Title: Community Redevelopment Agency (CRA) Manager

| | |
|-------------------------------|---|
| Date prepared: | March 25, 2022 |
| Department/Location: | Community Redevelopment Agency (CRA) |
| Bargaining Unit: | None |
| Classification: | Essential: This position is an Essential classification and will require employee to report to duty after a hurricane or emergency. |
| FLSA Status: | Exempt |
| Supervision Exercised: | Supervision may be exercised over CRA personnel. |
| Supervision Received: | CRA Executive Director |

General Purpose of the Position: Under general direction, the CRA Manager develops, administers, and implements CRA programs, projects and activities. Assists to varying degrees in policy making, project management, budgeting, planning, and public relations.

Essential duties and Responsibilities:

- Coordinates implementation of redevelopment projects and activities with City staff, other government agencies and the private sector.
- Represents the City's CRA at various meetings and functions and makes presentations.
- Serves as staff liaison with CRA Advisory Boards, coordinates their meetings and keeps accurate and timely records (minutes, agendas, etc.)
- Markets the CRA's programs to businesses, community partners, and other potential stakeholders.
- Creates and maintains effective working relationships with the business community, developers, property owners, realtors, advisory boards, community organizations, and citizens.
- Presents data, trends, research, and analysis in a variety of formats, including reports, maps, charts, graphics, dashboards, and interactive tools.
- Researches and applies for grants and awards.
- Assists new, expanding, and current businesses.
- Represents the CRA in the City's Development Review Committee.
- Identifies infrastructure and capital planning needs and manages projects.
- Administers contracts and other agreements.
- Assists in the preparation of agenda items.
- Assists in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects.
- Assists in the preparation of the CRA Annual Report, and other reports as required.
- Prepares written materials such as press releases, speaking points, contracts, and brochures on an as-needed basis.
- Ensures that plans are carried out in accordance with City ordinances, applicable federal, county and state laws, and approved redevelopment plans.
- Assists in capital project planning and the preparation of the annual budget and evaluates funding requests by other agencies or organizations.



City of Bradenton Job Descriptions

- May supervise assigned staff, handle employees' concerns and problems; direct work; counsel and discipline staff; complete employee performance appraisals
- Coordinates special events.
- Performs other related duties as assigned.

Skills and Physical Abilities Required:

- Thorough knowledge of principles, practices, methods and theories of economic development, urban redevelopment, and community development.
- Ability to work under pressure of deadlines with minimal direction/supervision.
- Ability to coordinate multiple projects concurrently.
- Ability to establish and maintain professional relationships with a variety of people, including the elected officials, department heads, advisory boards, local member organizations and the public.
- Ability to foster creativity and problem-solving, and remain flexible in a rapidly changing environment.
- Knowledge of principles and practices of effective project administration and staff supervision.
- Available to work occasional evenings and weekends.
- Ability to follow written and verbal instructions.
- Knowledge of state and federal programs.
- Knowledge of personnel management policies and practices.
- Knowledge of government budget procedures.
- Skilled in time and task management.
- Sitting, some standing, bending, reaching.

Computer Equipment and Software Requirements: Must be proficient in computer skills, including Microsoft Office, Microsoft Word, Excel, Outlook, and Power Point, as well as knowledge of office practices, equipment, and operation methods.

Education and Experience Required: Bachelor's degree from a four-year college or university in Business Administration, Public Administration, Urban Planning, or a directly related field, plus 3 years of professional experience; OR and equivalent combination of education, training, and experience. Possession of and ability to maintain a valid Florida driver's license as travel between city facilities and events may be required.

Environmental Conditions: Indoors in an office environment, however may be standing or walking for long periods during special events.

Pay Grade: 128

This job description in no way states or implies that the above are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

Approved:

Department Director: _____

Date: _____

Director of Administrative Services: _____

Date: _____



Overview

Overview

| | |
|--------------------------|---|
| Inactive | No |
| View As Of | 05/28/2025 |
| Date of Last Change | 11/06/2024 09:50:01.659 AM |
| Job Profile Name | Manager, Economic Development/Real Estate |
| Job Code | 00910 |
| Include Job Code in Name | No |
| Job Profile Summary | |
| Job Description | Overview |

To establish goals and objectives for economic and community development and redevelopment in the City of Sarasota. To manage and coordinate all redevelopment activities in the City's Community Redevelopment Areas (CRA's) and supervise staff activities in support of the Downtown Improvement District. To serve as principal economic development and redevelopment advisor to the Department Director, City Manager, Community Redevelopment Agencies and the City Commission, to achieve the City's goals and objectives. Provides management oversight of the City's Real Property including property management, leases, improvements on Real Property, and purchase/transfer or sale of City-owned real property.

Essential Functions

- Oversees the creation and implementation of economic development and redevelopment plans proposed for the City of Sarasota. This includes the development of strategies to attract and retain businesses, and business investment, in accordance with the City's Comprehensive Plan and all applicable code and regulations.
- Serves as an advocate for redevelopment projects to improve the overall quality of life for City residents and facilitate smooth and timely completion of those projects.
- Facilitates positive stakeholder relations with community members, developers, business owners, local philanthropic groups, chamber of commerce organizations and more.
- Implements the Community Redevelopment Area Plans to accomplish the objectives outlined in these Plans.
- Initiates projects to revitalize the CRA areas using Tax Increment Financing (TIF) funds.
- Analyzes pertinent demographic, business, retail and marketing data to guide sound, rational decision making on economic development policies and programs.
- Coordinates development of a comprehensive site inventory and marketing plan to showcase existing and emerging economic development opportunities in the City.
- Actively directs projects during the formation of the City's Capital Improvement Program (CIP) to accomplish the objectives detailed in the City's Community Redevelopment Area Plans.
- Oversees preparation of reports to the Community Redevelopment Agency on specific redevelopment proposals.
- Monitors economic conditions in Sarasota, receives quarterly reports from Managers and makes oral presentations to the City



- Manager, City Commission, Community Redevelopment Agency, and others as necessary and appropriate.
- Works closely with development professionals, the business community, lenders, realtors and representatives from other diverse groups interested in the City.
 - Prepares pertinent reports that show economic development and redevelopment activities throughout the City and CRA's.
 - Maintains the economic development information on the City's website.
 - Serves as staff liaison to the Newtown Community Redevelopment Agency Advisory Board (NCRAAB) including meeting management and implementing all initiatives as directed by the Board.
 - Manages the City's Real Property including handling inquiries, property uses, lease negotiations, lease development, lease renewals, tenant compliance, inspection program for leased property, and physical improvements on City-owned land through review and approval of building permits. Manages Purchase and Sale Agreements of real property owned by the City or being purchased by the City. As required, makes presentations to, and seeks approvals of, the City Commission.
 - Oversees activities of the Downtown Improvement District.
 - Supervises staff of the Office of Economic Development and oversees all HR related functions.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Planning, Public Administration, Finance or closely related field,
- Eight (8) years of progressively responsible experience with at least five (5) years in an administrative or supervisory capacity in community development programs such as urban planning; economic development; urban revitalization and redevelopment; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities,
- A Masters Degree in a related field may be substituted for two (2) years of experience,
- Possession of and ability to maintain a valid State of Florida Driver's License is required,
- Real Estate experience preferred,
- American Institute of Certified Planners (AICP) and Florida Redevelopment Association (FRA) membership is preferred.

Job Based Competencies

- Knowledge and experience in Community Development, Economic Development, Redevelopment, Urban Development principles, Urban Planning and Marketing.
- Knowledge and experience in urban planning/design, land use law, redevelopment, applicable plans, codes, and regulatory documents, preparation/review of redevelopment and development agreements.
- Considerable knowledge of local, state, and federal laws and programs related to land use, grant procurement /



administration and economic development activities.

- Considerable knowledge of private sector lending practices.
- Experience attracting desirable retail businesses, merchants, professional offices, and other businesses to low-income communities.
- Experience working with Tax Increment Financing (TIF) Districts as related to financing and implementing public/private projects.
- Experience developing and implementing data-dependent studies to target and encourage commercial development opportunities and achieve desired results.
- Experience in overseeing and monitoring the development of a business communication strategy and related marketing materials.
- Experience working with diverse, multi-disciplinary groups to achieve complex objectives.
- Experience working with historically marginalized communities and implementing successful public outreach projects among minority groups.
- Ability to lead multiple department efforts to create and implement plans for economic development or redevelopment.
- Ability to develop strategies, plans, programs, or projects based upon direction from city officials, with considerable input from the public, regulatory agencies, special interest groups, etc.
- Ability to communicate effectively both orally and in writing.
- Knowledge of budget preparation and public administration.
- Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.

Responsibility

Under the direction of and responsible to the Director or designated representative. Plans, assigns, and directs the work of the key staff of the division with maximum reliance on delegated responsibility and authority in the conduct of continuing, day-to-day operations.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Preferred Qualifications

Job Title Default

Restrict to Country

Management Level

Job Family

Job Classifications

Manager

Management - PLN

1 - Officials & Administrators (United States EEO-4-United States of America)



Work Shift Required A - Regular (FRS Class-United States of America)
Public Job Yes
Referral Payment Plan Yes

Characteristics

Difficulty to Fill
Critical Job No

Compensation

Compensation Grade 125
Compensation Grade Profile
Impacted Eligibility Rules

Unions

Union Membership Not Allowed
Allowed Unions

Business Process History

Business Process History

| Business Process | Effective Date | Initiated On | Completed On | Status |
|---|----------------|------------------------|------------------------|------------------------|
| Edit Job Profile: Manager, Economic Development/Real Estate | 10/28/2024 | 11/06/2024 09:50:01 AM | 11/06/2024 09:50:01 AM | Successfully Completed |

Qualifications

Certifications

Certification

| Required | Country | Certification (Predefined) | Certification (Not Predefined) | Issuer (Not Predefined) |
|----------|---------|---|--------------------------------|-------------------------|
| Yes | | American Institute of Certified Planners - APA - American Planning Association | Driver's License | State of Florida |

Competencies

Competencies

Required
Competency Attendance
Target Rating



Required
Competency Customer Service
Target Rating

Required
Competency Initiative
Target Rating

Required
Competency Job Knowledge
Target Rating

Required
Competency Productivity
Target Rating

Required
Competency Quality of Work
Target Rating

Required
Competency Records and Reports
Target Rating

Required
Competency Safety Exempt
Target Rating

Required
Competency Team Work
Target Rating

Required
Competency Work Habits & Time Management
Target Rating

Competencies from Other Sources

| Required | Competency | Target Rating | Source | Source Type |
|----------|------------------|---------------|---------|------------------|
| Yes | Attendance | | Manager | Management Level |
| Yes | Customer Service | | Manager | Management Level |
| Yes | Initiative | | Manager | Management Level |
| Yes | Job Knowledge | | Manager | Management Level |



| Required | Competency | Target Rating | Source | Source Type |
|----------|-------------------------------|---------------|---------|------------------|
| Yes | Productivity | | Manager | Management Level |
| Yes | Quality of Work | | Manager | Management Level |
| Yes | Team Work | | Manager | Management Level |
| Yes | Work Habits & Time Management | | Manager | Management Level |

Education

Education

| Required | Degree | Field of Study |
|----------|------------|----------------|
| Yes | Bachelor's | |

Languages

Languages

| Required | Language | Ability | Proficiency |
|----------|----------|---------|-------------|
| | | | |

Responsibilities

Responsibilities

| Required | Responsibility |
|----------|----------------|
| | |

Training

Training

| Required | Training | Training Type | Description |
|----------|----------|---------------|-------------|
| | | | |

Work Experience

Work Experience

| Required | Work Experience | Experience Level |
|----------|----------------------------|------------------|
| Yes | Supervisory Experience | 5 years |
| Yes | Progressive Responsibility | 8 years |

Equivalence Rule

Equivalence Rule

| Equivalence Rule | Derived Logic |
|------------------|---------------|
| | |

Pay



Pay Rate Type

Pay Rate Types

| Country | Pay Rate Type |
|--------------------------|---------------|
| United States of America | Hourly |

Job Exempt

Job Exempt

| Country / Country Region | Job Exempt |
|--------------------------|------------|
| United States of America | Yes |

Workers' Compensation Code

Worker's Compensation Codes

| Workers' Compensation Code | Country | Country Region | Location |
|---|--------------------------|----------------|----------|
| 8810 - Clerical Office Employees NOC (United States of America) | United States of America | | |



Position: Coordinator, Business Relations -
Rochelle Gallant

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Supervisory Organization PLN - Economic Development (Wayne Applebee)
Position Restrictions Coordinator, Business Relations - Rochelle Gallant
Organization Assignments Company: City of Sarasota
Cost Center: Planning and Redevelopment
Fund: F-1000 General Fund
Program: Economic Development
Worker Rochelle Gallant

| | |
|-----------------------------------|---|
| Job Details | |
| Employee Type | Regular |
| Job Profile | Coordinator, Business Relations |
| Job Title | Coordinator, Business Relations |
| Business Title | Coordinator, Business Relations |
| Time Type | Full time |
| Location | One Stop Shop |
| Pay Rate Type | Hourly |
| Job Exempt | Yes |
| Management Level from Job Profile | Individual Contributor |
| Union Membership from Job Profile | Not Allowed |
| Working Time | |
| Default Weekly Hours | 40 |
| Location Weekly Hours | 40 |
| Scheduled Weekly Hours | 40 |
| FTE | 100% |
| Work Shift | First Shift (United States of America) |
| Additional Information | |
| Job Description | <p>Overview</p> <p>To participate in the activities of the Office of Economic Development to establish goals and objectives for economic and community development and redevelopment in the City of Sarasota. To be involved and coordinate economic development and redevelopment activities in the City. To attract, retain and expand businesses in the City, and to assist the Economic Development Manager in the implementation of the Newtown Community Redevelopment Area Plan to improve the overall quality of life for all residents and facilitates smooth and timely completion of assigned projects.</p> <p>Essential Functions</p> <ul style="list-style-type: none">• Implements the City's Business Incentive programs to ensuring applicant eligibility, negotiating returns on the City's investment, monitor and report results.• Conducts research and recommends appropriate incentive tools that allow the City to competitively compete with similar jurisdictions to attract, retain and expand business opportunities.• Coordinates, promotes, and enhances the City's Legacy Business Program. |



Position: Coordinator, Business Relations -
Rochelle Gallant

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- Initiates a plan to attract "Start-up" businesses with community partners and plays a leading role in its implementation.
- Conducts business concierge services, with appropriate level of confidentiality, for the attraction, retention and expansion of businesses in the City.
- Coordinates development of a comprehensive site inventory and marketing plan to showcase existing and emerging economic development opportunities in the City.
- Supports the implementation of the Newtown Community Redevelopment Area Plan to accomplish the objectives.
- Assists in redevelopment plans proposed for the North Sarasota area, including the development of strategies to attract and retain businesses, and business investment, in accordance with the City's Comprehensive Plan and all applicable code and regulations.
- Supports in the administration of the Business Grant Assistance Program.
- Coordinates projects to revitalize North Sarasota area using Tax Increment Financing (TIF) funds.
- Prepares and presents reports to the City Commission, Community Redevelopment Agency and other agencies on specific economic and redevelopment proposals.
- Supports community partners related to encouraging CEO development and workforce training opportunities.
- Monitors economic conditions in City and prepares appropriate reports.
- Evaluates regulatory policies, statutory requirements and deployment of resources and recommends improvements to ensure a strong business climate in the City.
- Promotes the City as a designation for professional and trade conferences, as well as tourism focused on cultural arts, sports, and the natural environment.
- Works closely with development professionals, the business community, lenders, realtors and representatives from other diverse groups interested in the City.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with major course work in Business Administration, Communications, Economic Development, Finance, Planning, Public Administration, Marketing, or closely related field.
- Five years' experience in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Or an Associate Degree with seven years' experience in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Or High School or GED with ten years in community development programs such as economic development, business relations, urban planning; urban revitalization and redevelopment, community-based organizations, local, state and federal agencies to implement master-planned activities in the community.
- Possession of and ability to maintain a valid State of Florida Driver's License is required.

Job Based Competencies

- Experience attracting desirable businesses, merchants, professional offices, and other businesses in economically prosperous and depressed areas.
- Experience developing and implementing data-dependent studies to target and encourage commercial development opportunities and achieve desired results.
- Knowledge and experience in Community Development, Economic Development, and Redevelopment.
- Knowledge of local, state, and federal laws and programs related to grant procurement / administration and economic development activities.



Position: Coordinator, Business Relations -
Rochelle Gallant

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- Knowledge of Tax Increment Financing (TIF) Districts as related to financing and implementing public/private projects.
- Knowledge of the development of a business communication strategy and related marketing materials.
- Ability to create and implement plans for economic development or redevelopment.
- Ability to develop strategies, plans, programs, or projects based upon direction from city officials, with considerable input from the public, regulatory agencies, special interest groups, etc.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.

Responsibility

Under the direction of and responsible to the Economic Development Manager, Plans, assigns, and directs the work of the assigned staff.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Public contact is a critically important aspect of the duties and responsibilities of this position. Contacts are of a wide range and variety and involve persons prominent in the public and private sectors, i.e., Federal, State, City and County officials, the media, developers, business owners, business associations, City Department Directors, the Chamber of Commerce, the Economic Development Council civic groups and others. Contacts are for the purpose of obtaining and furnishing information, providing interpretations and explanations, responding to comments, etc. Requires presentation skills at public meetings.

Job Classifications

2 - Professionals (United States FEO-4-United States of America)
A - Regular (FRS Class-United States of America)

Additional Job Classifications

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

End Employment Date

Available For Hire

Hiring Freeze

Exclude from Headcount No

History



Position: Manager, Business District - Julie
Ryan

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Supervisory Organization PLN - Economic Development (Wayne Applebee)
Position Restrictions Manager, Business District - Julie Ryan
Organization Assignments Company: City of Sarasota
Cost Center: Downtown Improvement District
Fund: F.1010 Downtown Improvement District
Program: Downtown Improvement District
Worker Julie Ryan

| | |
|--|---|
| Job Details | |
| Employee Type | Regular |
| Job Profile | Manager, Business District |
| Job Title | Manager, Business District |
| Business Title | Manager, Business District |
| Time Type | Full time |
| Location | One Stop Shop |
| Pay Rate Type | Hourly |
| Job Exempt | Yes |
| Management Level from Job Profile | Individual Contributor |
| Union Membership from Job Profile | Not Allowed |
| Working Time | |
| Default Weekly Hours | 40 |
| Location Weekly Hours | 40 |
| Scheduled Weekly Hours | 40 |
| FTE | 100% |
| Work Shift | First Shift (United States of America) |
| Additional Information | |
| Job Description | <p>Overview</p> <p>To assist the Board of Directors (Board) of the Downtown Improvement District (DID) and the St. Armands Business Improvement District (BID), in planning, organizing, directing, supervising, and managing its operations and the impacts of such operations. This is a City position working under the authority of the Planning Director to provide proper administration of the duties and functions of the Districts.</p> <p>Essential Functions</p> <ul style="list-style-type: none">Arranges all activities related to Board Meetings including preparing agendas, assembling support documents, preparing and posting legal notices, scheduling attendees and participants, distributing agenda packages to recipients, scheduling meeting facilities, overseeing recording activities, preparing official minutes, preparing Board Reports, and other duties as assigned. |



Position: Manager, Business District - Julie
Ryan

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- Facilitates, and Coordinates with Procurement, the execution and management of contractual agreements for goods and services, including review and negotiation of vendor cost estimates related to landscaping, maintenance, promotions, marketing, events, professional design, construction, or other contractual agreements with the DID/BID and public or private providers of services and goods.
- Assists the DID and BID in ensuring the Improvement District's public amenities and assets are maintained in a manner consistent with the City's established level of service including public roads, alleys, sidewalks, lamp posts, regulatory and location signage, parking spaces, park areas, landscaping and other rights-of-way.
- Assists the DID and BID in the financial management including preparing and submitting an annual budget for Commission adoption, preparing expenditure and revenue reports, posting reports on the DID and BID's web page, preparing City requests for expenditures and other financial activities.
- Acts as the Board's liaison with City Staff, City Administration and City Commission regarding requests for information, project development, issue resolution, capital improvement projects, Board requests/Commission Board Reports, and issues and activities related to DID and BID finances, legal and property issues, and other subject areas requiring discussion or deliberation.
- Assists the DID and BID in communicating with residents, stakeholder groups, merchants, landowners, and other members of the public via digital, printed, and in person communications, as well as maintaining the DID and BID's City-hosted web page(s).
- Assists the DID and BID in Strategic Planning including liaising with strategic planning professionals, preparing and collecting data as requested, compiling Strategic Plan updates, and working with the DID and BID as assigned to bring elements of adopted Strategic Plans to fruition.
- Participates in review and approval of project planning and scheduling and similar functions and activities.
- Assists individuals and neighborhood/business groups with resolution of issues; serves as point of contact, provides information and recommendations; assists groups to effectively utilize the established process to resolve problems; acts as mediator and group facilitator in a variety of situations; on occasion, facilitates community meetings for the Board if requested.
- Identifies needed program improvements and prepares and presents coherent, fiscally responsible, and technically sound plans of action to address effectively needed improvements.
- Communicates effectively with Director, Planning to provide updates and Districts' initiatives, discusses any directives from Boards that may be in conflict with City standards or policies, provides general updates to Director that may come before the Boards or the City Commission.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

Minimum Qualifications

- Bachelor Degree from an accredited college or university with major course work in Planning, Engineering, Communications, Public Relations, Public Administration, Hospitality, Business Management or a closely related field.
- Five (5) years of experience in public relations, public administration, or related experience;
- or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.
- Possession of and ability to maintain a valid State of Florida Driver's License is required.

Job Based Competencies



Position: Manager, Business District - Julie
Ryan

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- Communicates effectively and clearly, both orally and in writing and to prepare succinct, coherent, and technically accurate reports and analyses.
- Knowledge of principles, procedures, processes and requirements common to development and project operations management functions, such as project management, facilities planning, staffing, maintenance and code requirements.
- Knowledge of the basic principles of contracting, such as negotiations, award processes and procedures, management, and administration.
- Knowledge of public administration, particularly those aspects specific to municipal administration.
- Knowledge of basic principles of scheduling, management, and supervision.
- Knowledge of statistical concepts and methods.
- Ability to work independently, with minimum supervisory direction and be self-motivated to bring suggestions to Board for discussion or for future action.
- Ability to manage and administer contracts effectively and to direct and coordinate with contractors and engineers, architects and developers.
- Ability to research information involving complex and unusual problems, analyze data to make business decisions and/or arrive at valid conclusions and recommendations and prepare appropriate action plans.
- Ability to establish and maintain good working relationships with other city staff, elected officials, neighborhood representatives, business leaders, social service providers, and others.
- Knowledge of state and local laws, city ordinances, and other applicable regulations, standards and requirements relating to dependent business improvement districts and related issues.
- Knowledge of management, operational, administrative, political, environmental, and other issues pertaining to the state statute and City's Ordinance 02-4382 (2002) creating the BID and City's Ordinance 08-4832 (2008) creating the DID.
- Ability to maintain professionalism in being courteous, diplomatic, and effective when interacting with citizens in high stress situations.
- Clear ability to communicate relevant information on project activities to be placed on City website.
- Knowledge of principles, procedures, processes and requirements comprising standard administrative management functions, such as budget preparation and execution, finance, accounting, organizational and functional analysis, invoice review and audit, and purchase order reviews.

Responsibility

Under the direction of and responsible to the Director or designated representative.

No direct supervision of subordinates exercised.

Physical Requirements

This is primarily office work requiring limited physical effort. Position requires visual acuity for reviewing, checking, preparing, and maintaining written and computer files. However, the work requires occasional light physical activity, especially when touring or inspecting facilities for which the incumbent has management responsibility. Incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity to operate standard office, data entry, and word processing equipment is required.

Public Contact

Contacts are an essential component of this position. The incumbent interacts frequently with officials of other city and county departments, members of neighborhood associations, other community-based groups and other members of the public. Substantial diplomatic skill is required to deal credibly, diplomatically, and effectively with public inquiries and concerns.



Position: Manager, Business District - Julie
Ryan

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Job Classifications

2 - Professionals (United States EEO-4-United States of America)
A - Regular (FRS Class-United States of America)

Additional Job Classifications

Company Insider Types

Workers' Compensation Code from Job Profile

Workers' Compensation Code Override

8810 - Clerical Office Employees NOC (United States of America)

End Employment Date

Available For Hire

Hiring Freeze

Exclude from Headcount

No



Martin County Board of County Commissioners

Job Description

| | |
|---------------------------|-----------------------------------|
| Job Title: | Community Development Coordinator |
| Department: | Administration |
| Salary Grade: | 965 |
| FLSA Status: | Exempt |
| Reports To: | Community Development Director |
| Mission Essential: | No |
| Bargaining Unit: | HRM |
| Revised Date: | 10/2024 |

SUMMARY:

The Office of Community Development oversees the county-wide Art in Public Places Program (AIPP), the county-wide Historic Preservation Board (HPB) and the Community Redevelopment Agency (CRA), which includes six CRA areas. This Community Development Coordinator would manage both programs (AIPP & HPB), including events, marketing and communications for all - AIPP, HPB and the CRA. This position requires a high degree of initiative and independent judgment, the ability to collaborate with the community and other county departments and reports to the Office of Community Development Director.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

This position requires public interaction or regular appearances before the Board of County Commissioners and therefore does not permit a claim for protection of your place of work if you will be claiming an exemption from Public Records under Chapter 119, Florida Statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Convene and manage Public Art Advisory Committee meetings; prepare agendas, maintain minutes and public records of the program and committee.

Manage and coordinate the follow-up of agenda items.

Identify, procure, manage and administer all grants for public art and community art programs.

Facilitate the selection process for new commission opportunities.

Prepare and disseminate Requests for Qualifications, Requests for Proposals and Calls to Artists.

DFWP/EOE/ADA

Oversees project management with key stakeholders including elected officials, client department personnel, community members, design professionals, contractors and commissioned artists.

Convene and facilitate project-related meetings such as construction meetings, site-visits and design team meetings, including drafting agendas, minutes and reports.

Review and participate in contract preparation and negotiation.

Establish and monitor project budget, schedule and scope of work.

Establishes the financial and economic parameters of the project and understanding how the project will positively and negatively affect the community.

Reviews the activities of the project from start to finish; develops progress reports and analysis to ensure that the project is on schedule and within budget.

Makes adjustments to the project, as needed, in order to respond to unseen forces or unanticipated activities that may affect a project.

Monitor and resolve any issues that arise during fabrication, installation and construction.

Prepare and track the status of artist contracts, including processing invoices and payments, schedules, and milestone payments.

Ensure complete and accurate project close-out and manage project dedication events.

Developing long-term strategies for expanding or enhancing public art in the county.

Historic Preservation

Convene and manage the Historic Preservation Board meetings; prepare agendas, maintain minutes and public records of the program and committee.

Evaluating properties for historical designation.

Coordinate follow-up of agenda items.

Assists in reviewing, analyzing, conducting site visits, reporting findings and making recommendations on applications affecting historic properties.

Conduct research and assists in preparing designation reports for proposed historic sites and historic districts.

Identify, procure and administer grants for Historic Preservation.

Coordinate events for Historic Preservation month each year.

Produce an annual report.

Communications

Create marketing and promotional materials for the department's events, activities, and programs to include but not limited to flyers, banners, brochures, signs, certificates, postcards and promotional videos, slideshows and posters to be used in printed and digital mediums.

Plan, author and manage all marketing strategies and content for AIPP, HPB and the CRA.

Researches and writes accurate, meaningful and readable copy for publication.

Manage special events such as ribbon cuttings, groundbreakings, ArtsFest and community holiday celebrations. This includes event marketing, creating social media content, and developing advertisements.

Call, email and follow up with prospective clients to secure sponsorships, advertisements, donations and in-kind collaborations to help offset the cost of special events.

Maintain the divisions website.

Encourage public participation through development of fact sheets, media announcements, community relations and public presentations.

Create joint marketing strategies with other entities to attract, retain and diversify audiences.

Represent the arts and preservation communities at professional conferences and community social events; participate in and/or conduct seminars.

Attend networking functions.

Some weekend and evening work will be required.

Developing and implementing community outreach initiatives.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of the theory, principles, practices and procedures of public art programs.

Ability to prepare, monitor and administer program budgets and contracts.

Knowledge of basic public procurement and contract administration practices.

Ability to communicate clearly and effectively orally and in writing.

Knowledge of computer hardware and specialized software programs unutilized in the performance of job-related tasks.

Ability to establish and maintain effective working relationships, in routine and stressful situations, with the general public, co-workers, county officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

Strong organizational and planning skills.

Ability to maintain regular and punctual attendance.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Project Management, Public Administration, Urban Planning or related field and two (2) years of experience in arts program administration, historic preservation or marketing.

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time.

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

Ability to coordinate events, including setting up outdoor booths, tables, providing the materials for those events and carrying up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

May require attendance at night meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

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Martin County Board of County Commissioners

Job Description

| | |
|---------------------------|---------------------------------------|
| Job Title: | Community Development Program Manager |
| Department: | Administration |
| Salary Grade: | 973 |
| FLSA Status: | Exempt |
| Reports To: | Community Development Director |
| Mission Essential: | Yes |
| Bargaining Unit: | HRM |
| Revised Date: | 10/2024 |

SUMMARY:

Project management of specific community development projects, programs and grants. Technical and professional work in the coordination, management, and review of various activities of consultants, contractors, state permitting agencies and other County departments as they relate to the planning, design, and construction of capital or development projects and the implementation of community redevelopment plans and programs.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

This position requires public interaction or regular appearances before the Board of County Commissioners and therefore does not permit a claim for protection of your place of work if you will be claiming an exemption from Public Records under Chapter 119, Florida Statutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Plans and executes community meetings and effectively involve citizens in determining priorities.

Interacts with other professionals, organizations, and agencies in researching and developing projects and programs reflective of community requirements.

Develop and present priorities to decision makers for approval and funding.

Coordinate the development of requests for proposals, grant applications and other programs.

Reviews and helps prepare site plans, construction plans, plats, and cost estimates.

Coordinates process and requirements with other divisions, agencies and departments to support community development objectives.

DFWP/EOE/ADA

Liaisons with developers and their agents regarding technical and procedural deficiencies, confers with planning professionals.

Informs the public on code requirements and permit application process.

Performs field visits to review progress of projects and to review conditions of approval.

Attends Community Redevelopment Agency (CRA) meetings, Attends Development Review Committee (DRC), Local Planning Agency (LPA), and Board of County Commissioners (BCC) meetings to provide technical response, as requested.

Reviews construction details, bid documents, development plans, planting plans, site plans and master plans.

Reviews reports and cost estimates, for budget consideration.

Liaisons with contractors, public agencies, and utilities.

Attends meetings including pre-construction meetings, pre-bid meetings, bid openings and community meetings.

Reviews construction schedules for expenditures and timeliness and compliance with capital projects budget.

Reviews the work of departmental staff and outside contractors as they install or replace capital project components.

Negotiates various contracts and agreements necessary for the success of the project, as required.

Establishes the financial and economic parameters of the project and understanding how the project will positively and negatively affect the community.

Reviews the activities of the project from start to finish; develops progress reports and analysis to insure that the project is on schedule and within budget.

Makes adjustments to the project, as needed, in order to respond to unseen forces or unanticipated activities that may affect a project.

Evaluates potential grants and prepares applications.

Monitors and documents grant deliverables, invoices.

Responds to citizen inquiries and complaints in a courteous and professional manner.

Participates in long-term planning and assists in budget preparation and monitoring as it relates to specific projects as necessary.

DFWP/EOE/ADA

Experienced in all aspects of project management from the development phase through implementation phase.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of principles and practices of construction administration; local building codes/design standards, state and federal permitting requirements, and the preparation of related financial grant applications.

Ability to present ideas and design proposals graphically, verbally, and in writing to County staff, other governmental agencies, and the public.

Knowledge of construction processes and procedures, materials, methods, and equipment as they relate to capital projects.

Knowledge of local, state and federal permitting criteria for development projects.

Knowledge of construction inspection methods, change orders, review and processing of pay requests.

Knowledge of computer hardware and software programs utilized in the performance of job related tasks.

Ability to evaluate suggested changes to projects as needed in response to unanticipated events that may affect the success of the project.

Ability to understand planning studies and to analyze information and formulate substantive recommendations based upon such studies.

Understanding of principles of site planning and design.

Ability to use small office equipment, including copy machines or multi-line telephone systems.

Ability to use computers for data entry, word processing and accounting purposes.

EDUCATION and/or EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Construction or Project Management, Public Administration, Urban Planning or related field and five (5) years of experience in program/project management.

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

Requires attendance at evening meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

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EEO STATEMENT:

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.



Martin County Board of County Commissioners Job Description

| | |
|---------------------------|--|
| Job Title: | Community Development Marketing Specialist |
| Department: | Administration |
| Salary Grade: | 955 |
| FLSA Status: | Non-Exempt |
| Reports To: | Senior Project Manager |
| Mission Essential: | No |
| Bargaining Unit: | HRM |
| Revised Date: | 04/2021 |

SUMMARY:

Under the general direction of the Office of Community Development (OCD) Senior Project Manager, the person in this position is responsible for communicating the services, projects, events, and programs of Martin County's six (6) Community Redevelopment Areas; the Martin County Art in Public Places program and the Martin County Historic Preservation program. Work involves assisting in the designing, writing, and producing all marketing communications, public relations, advertising and promotional materials; social media campaigns, and attendance at events for such things as project groundbreakings, ribbon-cuttings; ongoing community events and festivals; art installations and historic preservation events.

In the event of a natural or man-made disaster that may threaten the area, the employee will be required to perform emergency duties as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function, which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides excellent customer service to internal and external customers.

Assists in maintaining the OCD web pages on the County's website, working with OCD staff to keep the information current.

Creates promotional content for the website, social media sites, and newsletters.

Assists in developing accurate and meaningful copy for press releases and content for publications, brochures, social media and other marketing materials.

Writes and/or edits press releases.

Writes PSA's promoting events, festivals, projects and services.

Creates partnerships that increase OCD's ability to connect its projects/services with community.

DFWP/EOE/ADA

Works with OCD staff to explore and analyze community outreach opportunities.

Works with outside organizations and groups seeking to create events and/or programs with the County.

Performs work related to this job description as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Knowledge of special events, publicity/marketing technique, outreach and public relations.

Skilled in using a computer, and exposure to creative software and Microsoft Office applications.

Excellent collaboration skills, particularly in soliciting and incorporating critique and feedback from multiple stakeholders.

Proven writing and editing skills.

Superior command of the English language.

Proven ability to create creative, unique, and relevant written content.

Ability and willingness to understand and efficiently carry out oral and written instructions, and to follow through on numerous details in a systematic fashion.

Ability to establish and maintain effective working relationships with fellow staff members, volunteers, contracted service providers, community partners, and the general public.

Ability to work under minimum supervision.

Ability to work schedules that will include day, evening and weekend hours.

Ability to perform job duties in accordance with all county safety procedures.

Ability to maintain good work habits.

Ability to remain flexible and adapt to a dynamic environment.

EDUCATION and/or EXPERIENCE:

Must possess an Associate's Degree in Marketing, Communications, Public Relations or related field and one (1) year experience in an office or agency setting with emphasis in marketing and communications, or entrepreneur with own business (open at least three (3) years).

Additional qualifying education and/or experience which provide the necessary knowledge, skills and abilities may be substituted one for the other on a year for year basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Florida Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptable eyesight (with or without correction)

Acceptable hearing (with or without correction)

Ability to sit for long periods of time.

Requires manual dexterity sufficient to operate a keyboard, calculator, telephone, copier, and other related office equipment as necessary.

Ability to coordinate events, including setting up outdoor booths, tables, providing the materials for those events and carrying up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors.

Involves frequent interaction with people.

May require attendance at night meetings and/or outdoor meetings.

ADA/COMPLIANCE STATEMENT:

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback.



Department of Economic and Housing Development

Job Descriptions

JOB TITLE: Director Economic & Housing Development

GENERAL STATEMENT OF JOB:

Under general direction, plans, directs and supervises Dunedin's citywide revitalization program, including the development of economic strategies and programs to expand the City's economy and tax base and long range planning functions. Performs related work as directed. Reports to the City Manager

JOB TITLE: Economic Development Specialist

GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to implement the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 Downtown Master Plan. The position is also responsible for coordinating the City's Downtown Parking Management initiative. This position reports to the Director of Economic and Housing Development.

JOB TITLE: Special Projects Coordinator

GENERAL STATEMENT OF JOB:

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

JOB TITLE: Administrative Coordinator

GENERAL STATEMENT OF JOB:

Under general supervision, performs higher-level administrative duties to department staff to ensure effective and efficient operations for the CRA and the Economic & Housing Development Departments. Must have good organizational skills.

Special Projects Coordinator, Economic & Housing Development Department

City Of Dunedin, Florida
Class Description

Position Title: **Special Projects Coordinator**

General Description of Duties

Under general supervision, uses independent judgment to carry out various goals of the Community Redevelopment Agency (CRA) and the Economic and Housing Development Department. Overall goals include stimulating redevelopment both in Downtown and City wide, building the City's tax base, creating additional jobs, providing incentive grants, improving Dunedin's quality of life, fostering affordable housing, revitalizing designated commercial corridors, increasing tourism and business recruitment and retention. Position will entail assisting the Director of Economic and Housing Department with project management, technical research, event coordination, liaison with key groups such as Downtown Dunedin Merchants Association and Chamber of Commerce, along with other special projects such as downtown parking.

Position reports to the Director of Economic and Housing Development and work is often of a confidential nature. Work tasks and assignments can change quickly with new priorities which necessitates a flexible and adaptive response by staff. The position is permanent, part-time up to (29 hours per week) with corresponding benefits. Position entails some use of private vehicle with city reimbursing at IRS designated rate.

Specific Duties and Responsibilities

Examples of Essential Job Functions

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Independently assists Department Director and other staff by performing a variety of administrative and project management duties, which include but are not limited to downtown enhancements, technical research, incentive grant facilitation and coordination of the Arts and Crafts festival, Downtown Market, Halloween event, Holiday Light Pole contest and others as directed.

Liaison to Downtown Merchants.

Coordinate various downtown enhancement projects such as streetscaping, parking improvements, directories, entrance ways, and other measures as directed.

Manage and coordinate Arts & Crafts events (4x a year), Downtown Market, Halloween event, Holiday Light Pole contest.

Maintain various contracts such as Arts & Crafts, Downtown Market, and various parking leases. Responsibility to include tracking and noting expiration dates, and coordinating with Administrative Assistance on payments.

Special Projects Coordinator, Economic & Housing Development Department

Coordinate and facilitate incentive grant programs (façade, site plan assistance, undergrounding and demolition).

Coordinate Branding/Licensing agreement requests.

Liaison to Mobile Home Park Committee

Coordinate downtown banner requests.

Performs technical research.

Community Redevelopment Advisory Committee support.

Attends Downtown Dunedin Merchant Association meetings.

Attend Community Redevelopment Advisory Committee meetings.

Attend appropriate special event production meetings.

Coordinates with Parks Department on facilitating downtown merchant surveys on road closures and distribution of marketing flyers for downtown activities.

Interacts with community groups, residents, business owners to ensure CRA projects and events are well communicated.

Obtains bids from vendors.

Responsible for coordinating repair of various downtown amenities such as benches, signs, entranceways, etc.

Assists with special projects as directed.

Performs duties in the absence of other department staff as needed.

Additional Job Functions

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs routine clerical duties, including copying and filing documents, running errands, etc.

Performs related duties as required.

Minimum Training and Experience

Requires a Bachelor's degree in business, urban planning, finance, construction management, marketing, or related field and/or have a minimum of 1 to 3 years' experience in the public/private sector in real estate development, planning, project coordination, economic development. An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities may be considered.

Special Projects Coordinator, Economic & Housing Development Department

Governmental experience and knowledge of intergovernmental operations and the redevelopment process is a plus.

Past experience in marketing is a plus.

The ability to develop and maintain effective relationships with external stakeholders and act as a bridge between the private and public sector is critical

Ability to interact with key stake holder groups such as the Merchant Association, Chamber of Commerce and business leaders is extremely important.

A demonstrated ability to work with a team comprised of multiple disciplines is important.

Special Requirements

Must possess a valid Florida driver's license.

Must be proficient in Microsoft Word, Excel, and Outlook.

Performance Aptitudes

Data Utilization: Requires the ability to coordinate, format, and/or correlate data.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences.

ADA Compliance

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Special Projects Coordinator, Economic & Housing Development Department

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

Performance Indicators

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Special Projects Coordinator. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Have excellent secretarial, bookkeeping, coordination, computer and interpersonal skills. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Has knowledge of and skill in the use of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. **Is proficient with a calculator.** Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to maintain confidentiality as required. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Special Projects Coordinator, Economic & Housing Development Department

Relationships with Others: Shares knowledge and administrative task oversight with managers, supervisors and co-workers for mutual benefit. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image with department staff and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved:


Director of Economic & Housing Development

3/21/16
Date

City of Dunedin, Florida
Class Description

Position Title: **Economic Development Specialist**
Economic & Housing Development Department

GENERAL STATEMENT OF JOB

Under general supervision, uses judgment to facilitate economic development and redevelopment initiatives in the City of Dunedin. The focus of this position is to assist with implementing the goals and objectives of the Economic and Housing Development Department as detailed in the City's Economic Development Master Plan and 2033 CRA Downtown Master Plan. The position also assists with coordinating CRA programs and project initiatives. This position reports to the Director of Economic and Housing Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

CRA Coordination – Serves as administrator to the CRA Advisory Committee and CRA Commission Meetings including all reporting requirements; responsibilities include:

- Assists in the implementation of formally adopted community redevelopment area plans within the City of Dunedin Community Redevelopment Area (CRA), which is the redevelopment of Downtown.
- Performs coordination of CRA operations, as well as project management functions.
- Serves as dedicated staff liaison to the CRA and CRA Advisory Committee to fulfill administrative and operation requirements; develops and coordinates all aspects of monthly CRA Meetings and facilitates all related communications.
- Develops and produces the CRA Annual Report including project progress reports, annual operating budget and business plan, capital project management and reporting to City and Pinellas County.

Explores and researches opportunities for infill redevelopment and workforce housing throughout the City.

Assists Economic Development Director with:

- Preparation and administration of the department's Business Plans and budget; prepares and oversees budgets for all assigned projects and programs; develops

sound fiscal strategies for the effective use of funds; ensures the use of funds in the manner prescribed by the funding source.

- Business recruitment, expansion, retention, and relocation.
- Business redevelopment utilizing mixed-use and adaptive reuse practices.
- Obtains baseline data on properties and businesses in the designated corridor area.
- Maintains inventory of available locations in the City for prospective new businesses.
- Identifies at risk businesses and businesses interested in expansion.
- Evaluates economic, statistical and demographic data to analyze best means to attract and expand businesses.
- Investigates and builds relationships with the goal of attracting a higher education component to the City.
- Reviews current incentives and develops policies for the award of incentives.
- Attends citizen meetings to make presentations and explain economic development plans and projects.
- Works on special projects as assigned.

Establishes relationships with the City's partners in economic development, including:

- Establishes positive working relationships with representatives of community organizations, stakeholders, brokerage community, state/local agencies and associations, City management and staff, and the public.
- Serves as liaison to other governmental agencies for Director.
- Participates in community meetings with business owners and residents.

Maintains and updates director's calendar as needed; keeps staff apprised of schedule changes.

Tracks and maintains department office supplies budget, project and/or other budget funding as directed.

Processes department purchasing/budget requests and invoices for approval and payment; reconciles bills and prepares requests for payments to providers.

Performs data entry into the City's Enterprise Resource Planning (ERP) system to enter Purchase Orders, invoices/budget items and completes other functions as needed.

Compiles and prepares reports, including but not limited to the City's Manager's monthly update, staffing memos, etc.

Prepares travel requests, including registration and making reservations.

Creates and tracks critical path schedule for various departmental projects.

Coordinates and maintains various contracts and agreements, including tracking and noting expiration dates and coordinating payments.

Reviews and processes employee timecards for payroll processing.

ADDITIONAL JOB FUNCTIONS

Serves as Liaison for Director at City's Department meetings.

Coordinates special projects and events such as public listening sessions, groundbreakings and ribbon cuttings.

Creates and develops presentation materials. i.e. power points.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Position requires a Bachelor's degree in business, public administration, planning, economics, marketing, or a closely related field with a minimum of 2 years of verifiable work experience in public/private economic development, redevelopment, urban planning and reuse.

An understanding of Florida community redevelopment agency laws, programs and regulations is a plus.

An equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities will be considered.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

Requires a Certification from the Florida Redevelopment Professional (FRA-RP) CRA Basic Training within two (2) years of employment.

Must be proficient in Microsoft Word, Excel, PowerPoint and Outlook.

Flexibility to attend functions outside of normal work hours as requested.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Economic Development Specialist. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the

position. Has excellent communication skills, both orally and written. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Ability to maintain confidentiality as required. Ability to prepare various marketing materials. Has the ability to comprehend, interpret and apply regulations, procedures and related information. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, format, and/or correlate data. Includes referencing data analyses to determine necessity for revision of organization components.

Human Interaction: Requires the ability to interact with various organizations and business and property owners on information regarding projects and events. Must possess a demonstrated ability to work with a team comprised of multiple disciplines. Knows how to perform duties in a pro-active and courteous manner with the utmost integrity and in the best interest of the public. Has excellent interpersonal skills. Is able to offer assistance to fellow employees as necessary.

Equipment- Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, calculator, copier, fax machine, and, telephone. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages; may require ability to utilize principles of fractions and/or to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives. Ability to understand and use geographical information techniques on identified areas for purposes of economic development/redevelopment.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the

position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Robert C. Lenz

Director of Economic Development & Housing

Date

Job Classification:

CRA Program Coordinator

Job Code:

4138

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.

Or

- ✓ 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 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 City's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the City of Pensacola Community Redevelopment Agency to carry out the duties of the Agency.

The CRA Program Coordinator is appointed by the City under an Interlocal Agreement with the CRA for administrative services. 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 Assistant CRA Division Manager. 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.

CRA Program Coordinator (continued)

- 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.

CRA Program Coordinator (continued)

- 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.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

Est.: 11/30/2023

Job Classification:
Job Code:

CRA Program Manager
3021

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a bachelor's degree in appropriate discipline, and
- ✓ Three (3) years of pertinent experience with community development, redevelopment, construction management, or equivalent experience in the private, public, or non-profit sectors.

Or

- ✓ 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 highly responsible managerial and administrative work implementing Community Redevelopment Agency (CRA) programs, projects and initiatives.

An employee of this class is responsible for coordinating, promoting, implementing and managing CRA programs, projects and initiatives implemented pursuant to the City's adopted community redevelopment plans, authorized under Florida Statute, Chapter 163, Part III. Employee serves as technical staff to the City of Pensacola Community Redevelopment Agency to carry out the duties of the Agency. Further, employee may serve as support staff to various official redevelopment advisory boards, as needed. The CRA Program Manager has supervisory authority over work conducted by outside agencies and consultants and work conducted in conjunction with other City departments related to the implementation of CRA activities. Independent judgement and initiative are required.

The CRA Program Manager is appointed by the City under an Interlocal Agreement with the CRA for administrative services. Work is performed in accordance with pertinent state and municipal laws and ordinances. General direction is received from the CRA Administrator and Assistant CRA Administrator. Work is evaluated through review of results attained.

Examples of Work:

- Coordinates, implements, promotes, supervises and manages projects, programs, and initiatives, identified under the City's adopted redevelopment plans, as may be funded by statutorily regulated Tax Incremental Financing (TIF), redevelopment bonds, grants and/or other funding mechanisms.
- Monitors, coordinates, and manages performance of tasks by consultants, contractors, outside agencies, the private sector and other City departments and staff.

CRA Program Manager (continued)

- Prepares procurement documents, such as bids, requests for proposals and requests for qualifications, and contract negotiations in collaboration with Purchasing and project managers.
- Coordinates public engagement and relations efforts.
- Monitors and manages programs, contracts and project budgets.
- Identifies and prepares grant applications and administers grants.
- Conducts analysis and prepares technical and administrative reports.
- Prepares agenda items for board meetings.
- Delivers formal presentations related to area of authority.
- Acts as liaison to Federal, State, local and other agencies and provides administrative and liaison support to statutory boards, commissions and community and neighborhood organizations and stakeholders.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles and practices of design, engineering and construction related to the preparation of plans and specifications.
- Knowledge of general project management principles, practices, techniques, and methods.
- Ability to implement long-range and short-range redevelopment plans, incentive programs and applications in accordance with state law and local policy.
- Ability to monitor budgets for a variety of programs and seek, apply for, and administer grants.
- Ability to identify pertinent federal, state, and local laws, codes, rules, and regulations governing the activities of the department.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to identify, communicate and respond to the issues, concerns, and needs of the community, City and CRA Administration, and City Council.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to communicate clearly and concisely, both orally and in writing, to diverse audiences.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CRA Program Manager (continued)

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 and 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.

Est.: 09/17/2021

Job Classification:

**Assistant CRA Manager
(Community Redevelopment Agency)**

Job Code:

1198

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in planning, public administration, business administration or related field, and
- ✓ Three (3) years of pertinent experience in public administration or public agency setting to include program development and administration, and one (1) of experience or equivalent combination of specifically related education, training, and experience.

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 an unclassified position. This is professional and administrative work as the principal staff assistant to the CRA Division Manager.

An employee in this class assists the Division Manager in the day-to-day functioning of the department. Independent judgment and initiative are required. Employee supervises professional, technical, and clerical employees in a variety of projects. Work is assigned and evaluated by the CRA Division Manager.

Essential Job Functions:

- Assists in the preparation, adoption and monitoring of the Pensacola Community Redevelopment Plan.
- Assists in the development and monitoring of the capital projects included in the Community Redevelopment Plan and grant applications.
- Coordinates data and information tracking for verification of economic impact of CRA activities.
- Coordinates and oversees existing projects.
- Assists in the preparation of RFQ's and construction monitoring of new CRA projects.
- Assists the CRA Division Manager in representing the CRA before the DIB and other public agencies.
- Monitors existing CRA and City leases.
- Plans, organizes, coordinates and supervises the work of subordinate employees.
- Assists in the preparation of the annual budget for the Division.
- Prepares grant and loan documents for CRA programs.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.

Assistant CRA Division Manager (continued)

- Performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the department.
- Knowledge of department rules and regulations.
- Ability to gather, correlate and analyze facts and devise solutions.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

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, and risk of electrical shock.

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.

Est.: 10/01/2022

Job Classification:

**CRA Division Manager
(Community Redevelopment Agency)**

Job Code:

1178

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelor's Degree in economic development, urban / land use planning, public administration, housing, business administration or related field, and;
- ✓ Five (5) years of progressively responsible experience in public administration or in a public agency setting which includes program development and administration, two (2) of which must have been in a supervisory capacity in any of the above related fields.
- ✓ Master's Degree in any of above related fields preferred.
- ✓ American Institute of Certified Planners (AICP) designation or International Economic Development Council (IEDC) membership preferred.

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 a highly responsible professional administrative position managing the City of Pensacola's Community Redevelopment Agency (CRA) Division.

- An employee in this class is responsible for planning, directing and coordinating the work of professional, technical, and non-professional employees. Work involves the application of professional and administrative knowledge. The CRA Division Manager's role is to plan, coordinate and manage the programs, functions, and budget of the Community Redevelopment Agency (CRA) Division.

General direction is received from the Development Services Department Director. Work is reviewed through periodic conferences and evaluated based observed and attained.

Essential Job Functions:

- Plans, directs and coordinates the activities of the Community Redevelopment Agency Division under the Development Services Department.
- Manages and coordinates with City staff, City departments and other agencies in the implementation of the redevelopment plans for the assigned Community Redevelopment Area districts.
- Prepares budget estimates and controls expenditures of the Division.
- Formulates policies and regulations.
- Coordinates the design of projects with the appropriate managing department;

reviews work in progress and upon completion.

- Initiates and promotes Division activities.
- Develops, writes, and administers various grant funding opportunities.

CRA Division Manager (continued)

- Implements the overall CRA strategy for seeking alternative revenue sources for agency programming to supplement the tax increment financing (TIF) funds.
- Oversees and monitors any grant programs obtained for, and or grants funded by the Agency.
- Drafts reports and makes formal presentations to the CRA Board, as required.
- Meets with citizens, businesses, homeowners, and other community groups as needed to implement the assigned CRA's redevelopment plan(s).
- Supervises professional and non-technical staff.
- Acts as a liaison with Federal, State, local and other agencies.
- Establishes and maintains a wide span of communications encompassing various facets of the community.
- Performs other work as directed by the City Administrator, Deputy City Administrator – Community Development, and/or Development Services Department Director.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.
- Knowledge of pertinent Federal, State and local laws and ordinance governing the activities of the operation.
- Knowledge of City procedures, policies, rules and regulations.
- Ability to plan, organize and implement projects.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to do technical research and to write clear and concise reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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, and peripheral vision,

and depth perception.

CRA Division Manager (continued)

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.

Est.: 10/01/2022 rpr

PROCUREMENT SPECIALIST



Town of Lake Park

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.

PROCUREMENT SPECIALIST

Department: Finance
Salary Range: \$53,091.95 to \$84,947.12 per year
FLSA Status: Exempt
Pay Grade: 80
Full Time

JOB SUMMARY

Under the direction of the Finance Director, primarily responsible for the overall direction, coordination and operation of the Town's purchasing activities. Functions as the Town's representative to both vendors, contractors and acts as a liaison between Department Directors and supervisors and such vendors and contractors. This position works under limited supervision and exercises considerable initiative and independent judgement in planning and administering the workload of the Purchasing Division.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages and directs the entire purchasing process.

- Prepares invitations to bid and requests for proposal/qualifications considering the scope of services and project specifics from department managers; finalizes specifications; coordinates legal documents and insurance requirements; uses prescribed electronic bid monitoring and dissemination software.
- Conducts, reviews, and analyzes bids and proposals for solicitation compliance; reviews results with departmental personnel; organizes, schedules, and facilitates evaluation meetings.
- Develops, improves, and maintains all template contract forms, vendor forms, etc., to ensure compliance with policy, regulation, and the Town's standard operating procedures.
- Manages the following:
 - Manages all contracts to ensure timely re-bidding or renewals as needed.
 - Obtain quotes or small bids for non-published purchases.
 - Ensures all assets received obtain prescribed tags and communicates information to the Finance Department.
- Reviews all purchasing requisitions, ensuring proper supporting documentation, coding, etc. and coordinates with Town staff to obtain all required information to ensure compliance with the Town's Purchasing Policy and available budget.
- Monitors all purchasing cooperatives; participating as an Authority Representative in local cooperatives, as needed.
- Researches market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Analyzes current procurement activities and provides recommendations for improvement or ideas on how to improve existing vendor, purchasing and warehouse processes, including changes to the purchasing policy; uses the purchasing module in the Authority's financial software to the fullest.
- Maintains the integrity of the public procurement process.
- Provides computer technical support and training for all users in the areas of purchase requisitions and purchase orders.
- Attends various Procurement trainings to stay up-to-date on various regulations and changes.
- Assists Finance Department Director with any accounting or administrative needs of the Finance Department in the assignment of tasks as time permits
- Provides expert advice to department staff on procurement issues, maintains expert knowledge of the Town's purchasing ordinance, policies and procedures
- Adds new vendors, verifying completeness of documents, into the Town's ERP system
- Processes approved (by department staff) invoices related to open purchase orders
- Ensures credit card receipts are coded to the correct fund/account for data entry

PERFORMANCE APTITUDES

To do this kind of work, you must be able to:

- Use arithmetic to keep records, take inventory, estimate quantities, verify bid quotes, etc.
- Avoid errors in record keeping.
- Reach to place materials on shelves higher than your head.
- See small print online, in catalogs, on shipping tickets, and on invoices.
- Communicate well with others.

PHYSICAL DEMANDS

Lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs. Stooping, kneeling, reaching, handling, fingering, feeling, seeing, hearing and talking.

ENVIRONMENTAL CONDITIONS

Inside. Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside. This position requires both inside and outside work.

MATH SKILLS

Requires mathematical development sufficient to be able to: read numbers, count and measure; must be able to add, subtract, multiply and divide. Compute discount, interest, markups and selling price; ratio and proportion and percentages.

LANGUAGE/LITERACY SKILLS

Must have developed language/literacy skills to the point to be able to: Read and comprehend English (policy manuals, memos, letters, books, journals, rules and regulations, instructions, etc. Must be able to write sentences, speak clearly and distinctly with appropriate pauses, emphasis and correct pronunciation.

RELATIONSHIPS TO DATA, PEOPLE, AND THINGS

Data: Must be able to compile, gather, collate, or classify information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the information is frequently involved.

People: Must be able to understand instructions and communicate well with supervisors about work questions, company policies, or safety problems/procedures. Must be able to communicate with customers and the general public. Tact and diplomacy must be used at all times to assure a positive company image.

Things: Must be able to Start, stop, control, and adjust the progress of office machines and equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing the progress of operations and turning devices to regulate the reactions of materials.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of standard purchasing practices and procedures.
- Ability to explain and interpret organizational policies.
- Ability to maintain confidentiality when handling sensitive and protected information.
- Ability to coordinate multiple projects and complex tasks simultaneously.
- Ability to research, compile and summarize data/information.
- Ability to establish schedules and to complete projects on a timely basis.
- Considerable skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Ability to establish and maintain effective working relationships in the course of work.
- Ability to perform technical work independently, express oneself effectively orally and in writing, analyze facts or situations critically, objectively and to arrive at sound conclusions.
- Demonstrate ability to utilize desktop computer, mobile scanning devices and office software such as MS Word, MS Excel, and electronic mail.
- Ability to make decisions in accordance with departmental rules, regulations, and policy.
- Requires mathematical development enough to be able to: read numbers, count and measure, and must be able to add, subtract, multiply and divide. Compute discount, interest, markups, selling price, ratio, proportion and percentages.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major course work in business administration, accounting, contract management, or purchasing or any equivalent combination of training, experience, or education will be considered
- Must possess at least five (3) years of progressive experience in a procurement position providing direct procurement services related to the acquisition of goods, services and technology, supplies, or construction
- General knowledge of public procurement laws, ordinances, practices, and techniques
- Availability to work on-site work during a declared emergency
- Florida Driver's License
- Excellent working knowledge of Microsoft Office Solutions.
- Any equivalent combination of education, training and experience may be considered. Preferred Qualifications

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business Administration or a closely related field.
- Certified Public Professional Buyer (CPPB) or Purchasing Professional certifications similar to Certified Public Purchasing Officer (CPPO)

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, 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.

The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town's Equal Employment Opportunity Utilization Report is available upon request.

INFORMATION TECHNOLOGY INTERN

Town of Lake Park



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.

Information Technology Intern

| | |
|---------------------------------|-------------------------------|
| Department: | Information Technology |
| Pay Grade: | None |
| Position Classification: | Temporary Part-time |
| FLSA Status: | Non-Exempt |
| Work Hours: | Variable/On Site |
| Hourly Rate: | \$15.00 per hour |

JOB SUMMARY

Under the general supervision of the Chief Information Technology Officer, this position is responsible for supporting the Town's in-house Information Technology Department in providing technical assistance, maintaining computer systems, and configuring hardware and software. The successful candidate will be able to troubleshoot and resolve technical issues, assist with the implementation of new technologies, and providing training and support to Town staff.

ESSENTIAL JOB FUNCTIONS

- Provide technical assistance to staff and customers on hardware and software-related issues
- Install, configure, and troubleshoot computer systems, hardware, and software
- Monitor system performance and troubleshoot any issues
- Follow established procedures and processes for computer maintenance
- Provide training and support to team members on the use of computer systems and software
- Perform system back-ups and maintain accurate records
- Research and recommend solutions for technical problems

QUALIFICATIONS

Education and Experience:

- Graduation from high school
- Must be currently enrolled in a college-level Information Technology field of study

Approved pursuant to Administrative Policy #24-003
dated 4/30/2024

Knowledge, Skills and Abilities:

- Must have basic knowledge of computer systems and software such as Microsoft Office 365
- Must have knowledge of network and system security
- Must have familiarity with hardware and software installation
- Must possess excellent problem-solving and troubleshooting skills
- Must possess strong communication and customer service skills
- Must be able to work independently and as part of a team
- Must be able to learn quickly and adapt to changing technology

PHYSICAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force 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, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORK ENVIRONMENT

Work is performed indoors without exposure to adverse environmental conditions

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