**CRA Manager – Bradenton, Florida**

**Organization:** Central Community Redevelopment Agency
**Annual Salary:** $49,500 to $74,500 DOQ
**Closing Date:** 10/18/13 or until filled

**General Description:**
Under the direction of the Executive Director of the City of Bradenton Central Community Redevelopment Agency (CRA), this position will develop, manage and implement redevelopment and economic revitalization programs and projects within the CRA boundaries as identified in the Central Community Redevelopment Agency Community Redevelopment Plan. Coordinates assigned activities with other City department/divisions and with outside agencies and consultants. Develops, manages and monitors expenditures of the CRA budget. Provides staff assistance to the Executive Director and Community Redevelopment Board.

**Essential Duties and Responsibilities**

Develops plans and programs to achieve the goals and objectives relating to the redevelopment and economic revitalization of the CRA.

Provides the day to day supervision of the CRA and any assigned staff.

Establishes and maintains effective working relationships with members of the business community and citizens within the boundary, serving as the CRAs liaison to neighborhood associations and other groups involved in the community redevelopment process.

Prepares and presents capital project designs, budget and cost projections, and construction schedules to the CRA Board and/or management for review and approval.

Prepares and presents the Community Redevelopment Agency (CRA) work program projects/updates to the CRA Board; responds to questions and requests for additional information from the Board; obtains approvals for the CRA Program; and implements program plans and projects.

Coordinates redevelopment activities and projects with other governmental agencies, private-sector developers, funding agencies.

Coordinates the planning and implementation of economic development and redevelopment projects including public improvements and monitoring status of engineering work and planning processes.

Prepares Annual Report for the Redevelopment Agency as required by State law.

Identifies, prepares and presents grant opportunities to secure funding for various capital projects, administers awarded grants and ensures compliance with grant requirements.

Monitors project costs; tracts expenditures; reviews and approves billing invoices; and maintains costs records.

Performs other related duties as required.

**Minimum Qualifications**
Bachelor's degree from an accredited college or university in the fields of planning, landscape architecture, redevelopment, economic development, public administration or other related field. A minimum of 5 years of increasingly responsible, professional experience with planning and implementing capital projects, preparing project budgets and designs.

The City of Bradenton is an EOE/M/F/VET PREF/ADA-DRUG-FREE WORKPLACE.

Before a qualification assessment can begin, and prior to any hiring consideration, the City's Human Resources Department must have, as a minimum, all four general employment documents (7 pages) fully completed and in their possession. Additional documents maybe required depending on the position. The City's Employment Application and an Authority for Release, where applicable, must contain an original signature prior to submittal. Once you complete an application for an open, posted position, you may fax or e-mail the application to the Human Resources Department. HR can be reached by fax at (941)932-9546 or by e-mail to enid.jack@cityofbradenton.com.