

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

TITLE: ASSISTANT DIRECTOR

REPORTS TO: EXECUTIVE DIRECTOR

CLASSIFICATION: EXEMPT

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

LAST REVISED: 04/28/2017

GENERAL STATEMENT OF DUTIES: The incumbent is responsible for the management and supervision of activities, operations, projects, and general operations of the CRA and as assigned by the CRA Executive Director. This individual is expected to assist and work collaboratively and on a regular and on-going basis with the Executive Director and fills in as Executive Director as needed. The incumbent works under the direction of the Executive Director and work is reviewed through meetings, reports, observation, and task/report/project completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directs work, guides expectation and reviews outcomes, provides professional and position related counseling, disciplining, and provides regular performance feedback.

Coordinates work activities of assigned divisions/departments; organizes and prioritizes projects and workload; initiates and manages work assignments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.

Consults with Executive Director and other officials as needed to review division/department activities, provide recommendations/technical expertise, resolve problems, or receive advice/direction; advises Executive Director on administrative details relating to daily functions of the CRA; plans, enacts, and monitors special programs/activities as directed by Executive Director; assists Executive Director with certain assigned duties.

Coordinates division/department activities with those of other divisions, departments, the City of Boynton Beach management and staff, consultants, outside agencies, or others as needed; participates with departments in accomplishment of activities necessary for CRA operations; acts as technical advisor to other agencies/departments.

Performs the duties of Executive Director in absence of Executive Director and upon designation by Executive Director.

Assists Executive Director with the development and implementation of CRA Board directed projects, planning and development activities and strategies.

Assists with the management of the CRA's Strategic Planning process. Coordinates all activities with the CRA and City. Maintains process and tracking of all goals and initiatives. Communicates and coordinates with all departments to ensure targets are being met.

Manages a variety of special projects, programmatic, and community outreach initiatives. Serves on a variety of task forces, boards, and other collaborative teams.

Assists realtors, construction firms, developers, architectural firms, engineering firms, etc. who are in the process of starting a new development, buying old property to refurbish, and opening up a retail establishment. Provide technical support to these groups during design, rezoning, land use amendment and project implementation.

Ensures that all development within the CRA is consistent with the goals and objectives of adopted redevelopment plans and design guidelines. Provides comments to City Planning staff on site plans, land use and zoning amendments.

Reviews and makes recommendations regarding public capital improvement projects to ensure that improvements are made to further the goals of the redevelopment plans.

Reviews and makes recommendations on behalf of the CRA, the writing of municipal zoning and land use plans, and code reviews which result in recommendations to amend land development regulations, codes and

amendments; analyzes and recommends amendments to the municipal land use plan.

Performs administrative functions associated with department/division operations; reviews administrative policy and procurement manuals; reviews/revises procedures to implement changes and improvements; makes suggestions to improve operational procedures; develops methods/strategies to meet program goals/objectives consistent with county, state, federal, and professional standards and/or needs of service population; monitors, allocates, and schedules resources to ensure accomplishment of program goals.

Assists with preparation of agenda and support materials for all CRA Board meetings; serves on committees as needed; attends City Commission and Board meetings as needed, committee meetings, or other meetings; gives speeches or presentations.

Documents all rights/obligations of the CRA and contractor/grantor to avoid misunderstandings regarding contractual activity; reviews and monitors contracts/grants to ensure compliance with established policies; amends/reconstructs contracts to comply with services needed.

Compiles or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares or completes various forms, reports, correspondence, logs, worksheets, graphs, tables, budget documents, grant applications, newsletter articles, press releases, policies, procedures, or other documents.

Receives various forms, reports, correspondence, budget documents, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, desktop publishing, or other software programs.

Attends work groups at public meetings, hearings, conferences, committee meetings, and board meetings as required.

Communicates with Executive Director, CRA Board members, city officials, employees, other departments, consultants, regulatory agencies, vendors, community organizations, outside agencies, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to requests for information from the public and media representatives by assuring that current information on CRA activities is easily available and accessible.

Writes, manages and files reports for grants to obtain funding for special projects as needed.

Performs other related duties as required.

COMPETENCIES

- Demonstrates the ability to promote the development and performance of staff through effective delegation, direction, support, and feedback; facilitating teamwork and creating a work environment that encourages responsibility and decision-making at all levels of the organization.
- Demonstrates the ability to build cooperation and consensus among and within diverse groups; valuing and fostering diversity throughout the organization and community.
- Demonstrates the understanding of service delivery management including functional and operational planning; determining citizen needs and providing responsive requests to the community.
- Demonstrates the understanding of strategic leadership including initiative, calculated risk-taking, vision, creativity, and innovation; understanding of information technology and ensuring appropriate incorporation in plans to improve service delivery, information sharing, organizational communication, and citizen access.
- Demonstrates a commitment to foster the values and integrity of representative government and local democracy through action and example; promoting active citizen involvement in local governance.
- Demonstrates an understanding of budgeting; assessing short and long term financial impacts, program/service cost-effectiveness, and considering alternative strategies.
- Demonstrates the ability to exchange verbal and nonverbal messages with others in a way that demonstrates respect for the individual and furthers organizational and community objectives; effectively conveying ideas and information to others.
- Demonstrates fairness, honesty, ethical, and legal awareness in personal and professional relationships and fostering integrity throughout the organization.

QUALIFICATIONS: Bachelor's or Master's degree from an accredited college or university in Public Administration, Public Relations, Political Science, Business Administration, Urban Planning, Social Economics or closely related field. Six (6) years work experience in special districts or public administration

with exposure to municipal government operations, public relations, urban planning, public agency administration, and economic development. Must possess and maintain a valid Florida driver's license.

PHYSICAL AND SENSORY REQUIREMENTS / ENVIRONMENTAL FACTORS

Physical Ability: Tasks require the 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 (10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sound and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Boynton Beach Community Redevelopment Agency, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the CRA will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of the minimum level of knowledge, skills, and ability.