



**CITY OF FORT MYERS**  
 Human Resources Department  
 1820 Hendry Street  
 Fort Myers, FL 33901

<b>Job Title:</b>	<b>Business Development/Planning Manager</b>	<b>EEOC</b>	
		<b>Job Group</b>	
<b>Reports to (title):</b>	Community Redevelopment Agency Director	<b>Pay Grade:</b>	15
<b>Department/Division:</b>	Fort Myers Community Redevelopment Agency	<b>FLSA:</b>	Exempt

**JOB SUMMARY**

This is a highly responsible position assisting the CRA Director in the implementation of projects and programs contained in the various community redevelopment plans. This position will be involved to varying degrees in many facets of the organization including economic development, project management, planning, budgeting, and public relations. Work involves extensive contact with the development and business community, citizen groups, government officials, public and private agencies, advisory boards and city staff. Work is reviewed through conferences, reports submitted and results obtained.

**ESSENTIAL JOB RESPONSIBILITIES**

- Perform professional work in neighborhood and economic development.
- Perform variety of program or project planning activities that impact municipal development and include analyzing data and formulating and recommending plans and program relevant to municipal conditions and needs.
- Assist the Director in a wide array of functions, including long and short-range planning and budgetary responsibilities as they pertain to the department.
- Confer with the Director in the selection and implementation of programs and initiatives.
- Represent the CRA at various meetings and functions; make presentations to boards, committees, and the public.
- Provide management and oversight to assigned projects as well as supervision and coordination of projects assigned to other staff.
- Meet with development professionals, city staff, and the public regarding (re) development activities acting as an ombudsman for the CRA and City.
- Initiate and develop new programs and projects to further the CRA's objectives for the revitalization of blighted areas and the provision of affordable housing.
- Assist in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects in the redevelopment area.
- Assist in capital project planning and the preparation of the annual budget, including the evaluation of funding requests by other agencies and organizations.
- Ensure that programs, projects and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approved redevelopment and development plans.
- Collect and compile information relative to such planning assignments as land use, community/economic development, growth management, urban design, transportation, housing, parking.
- Assist with the preparation of the annual operating budget.
- Act as liaison to intergovernmental officials, private consultants, architects, contractors, citizen advisory boards, neighborhood groups, and City departments.
- Research and assist in the writing of grant proposals as required, and ensure adherence to grant agreements.
- Coordinate and prepare information packets and newsletters and coordinate and attend meetings as required.
- Perform other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university with a major in Business Administration, Real Estate Development, Urban Planning, Public Administration or related field.
- A minimum of five years progressively responsible experience in economic development, urban planning, redevelopment and/or real estate development, customer service, project implementation at the local government level.
- Experience in development and/or layered financing is preferred.
- Experience in public sector budget preparation and capital projects planning.
- Knowledge and understanding of federal, state, and local regulations relative to redevelopment including Florida Statute Chapter 163.
- Knowledge of the different phases of community real estate development (including design, regulatory requirements, and financing) and how to get a project through all parts of the process in both the public and private arenas.
- Understanding of local redevelopment history, neighborhood plans, and land use regulations a plus.
- Must possess knowledge of principles, practices, methods and theories of planning, community redevelopment, economic and/or current trends.
- Must possess knowledge of laws, ordinances, regulations and statutes that govern urban planning functions.
- Must possess skill in budget analysis and financial/accounting principles.
- Strong communication skills both written and verbal.
- Excellent planning and organizational skills including the ability to manage projects through completion.
- Ability to establish and maintain effective relationships with coworkers, elected officials, other agency staff and the public is necessary.
- Ability to resolve problems or situations with the exercise of good judgement.
- Ability to prepare clear and concise written reports and interpret policies.
- Desired computer skills: GIS/Esri, Excel, Word, PowerPoint, Adobe Creative Suite including InDesign and Photoshop.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Tasks involve sitting for long periods of time, standing, walking, bending, crouching, reaching and performing other physical requirements commensurate with demands of the position. Manual dexterity to operate a variety of modern office equipment in performance of duties. Must have good vision (corrective lenses acceptable); must be able to hear (hearing aids acceptable); must be able to speak (express or exchange of information by means of spoken words). May occasionally lift and/or carry/move up to 15 pounds.
- Contact with internal and external customers, vendors, outside agencies and the general public.
- May be required to work hours other than the regular schedule including nights, weekends, holidays and during emergencies.

**DISCLAIMER:**

The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required and shall not be construed as a declaration of the specific duties and responsibilities required of employees assigned to this classification.

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Signature Date: \_\_\_\_\_

By signing below, the employee acknowledges receipt of this job description:

Date Prepared/Revised: 10/10/2017