

# Delray Beach CRA

## Job Description Form

**Division/Department:**

**Location: 20 N. Swinton Avenue**

**Job title: Project Manager - Development**

**Reports to:**

**Title: Assistant Director**

**Level/Grade:**

**\$58,200 - \$90,000**

**Type of position:**

Full-time

Part-time

Contractor

Intern

**Hours 40/week**

Exempt

Nonexempt

### General Description:

This is professional and technical position involving planning, managing and coordinating a variety of redevelopment projects. Performs day to day communication and coordination between contractor and architect/engineer for completion of construction projects to meet deadlines, monitors budget and established construction standards. Work also involves coordination of the planning, design, and construction of residential, commercial, and public use projects from inception to completion. Work is performed exercising considerable initiative and independent judgment in formulating timelines, budgets, and contracts. The position involves extensive contact with the development and business community, City staff and government officials, various other agencies, citizen groups, advisory boards and others.

### Duties & Responsibilities:

- Coordinates and/or manages multiple projects simultaneously in various phases of construction, contract administration, quality control, inspection and warranty administration.
- Manages project design and construction consulting contracts.
- Manages and coordinates elements of the development review process for CRA projects in conjunction with appropriate City Departments, contractors, boards and other applicable agencies.
- Oversees project construction, reviews and verifies adequacy of pay requests and change orders, prepares reports on construction in progress and makes appropriate comments and recommendations.
- Verifies work is in compliance with contract requirements and City standards, codes, and permit requirements.
- Assist with the procurement of construction services and contractors for new construction and renovations.
- Responsible for construction budget and schedule and analysis of project costs;
- Responsible for close-out of projects.
- Prepares reports and recommendations for supervisors and boards.
- Prepares and coordinates bid packages and Requests for Proposals (RFPs).
- Coordinates development projects and permitting process with municipalities and regulatory agencies for compliance with standards, regulations and conditions of development.
- Reviews and comments on development proposals for privately initiated projects in the CRA area, including site plans, landscape plans, elevations, rezonings, and similar technical documents.
- Serves as staff liaison to inter-governmental officials, consultants, architects, real estate community, contractors, citizen advisory boards and neighborhood based groups, as assigned
- Assists private development projects in CRA district as needed; resolve problems to facilitate a smooth and timely completion.
- Other duties as assigned.

**Education, Skills & Experience Requirements:**

- Graduation from an accredited college or university with major coursework in Architecture, Urban Planning, Civil Engineering, Building Construction, or related field.
- Minimum seven (7) years of progressively responsible experience in public or commercial planning and construction projects, or equivalent combination of related training and experience.
- Governmental experience and certification as a Standard Plans Examiner or Inspector, or licensed general contractor, a plus.
- Thorough knowledge of construction standards, principles and practices associated with building design, and construction project management.
- Ability to read and evaluate architectural and building construction plans.
- Knowledge of the principles of project management; ability to prepare and monitor project schedules.
- Ability to utilize computer software applications including word processing and spreadsheet programs. Experience with graphics, project management and drafting software a plus.
- Knowledge of CCNA, RFP/RFQ, and government procurement policies and procedures for professional services.
- Ability to establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Ability to interpret, research and apply regulatory material such as Land Development Regulations and building code requirements.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple concurrent tasks and responsibilities.
- Familiarity with Delray Beach Land Development Regulations a plus.
- Negotiating and problem solving skills.
- Detail-oriented.

**Reviewed by:**

**Title: Executive Director**

**Approved by:**

**Title: Executive Director**

**Date posted:**

**Date hired:**