



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.

Position 343

Revised 7/2018

Redevelopment Program Manager

Department: 3205 Community Services/Econ Dev

Union Affiliation: None

Pay Grade: GE13

EEO Function/Category: 10/02

FLSA Status: Exempt

Emergency response status: MS

Reports-to position: Deputy Community Services Director

Workers' Comp Code: 8810

JOB SUMMARY

Under the direct supervision of the Deputy Community Services Director, performs highly specialized and responsible work involving managing the City's redevelopment agencies, developing and managing redevelopment incentives, grant program management, neighborhood redevelopment, facilitating reuse and redevelopment projects, contract and project management, citizen engagement, and marketing and promotion. The Redevelopment Program Manager is administratively responsible for redevelopment agency activities and works in collaboration and under the direction of the Community Redevelopment Agency (CRA) Boards, updating them on the status of redevelopment projects and programs, and maintaining compliance with the Florida Community Redevelopment Act and related grant program management requirements.

ESSENTIAL JOB FUNCTIONS

- Prepares annual budgets for each CRA and presents to CRA Board for approval.
- Attends monthly CRA Board meetings, prepares and distributes CRA agenda packages, provides information on programs.
- Ability to analyze data and provide comprehensive staff reports.
- Seeks direction from CRA Boards on funding priorities.
- Responds to requests for information by CRA Boards.
- Identifies and assesses redevelopment projects to determine feasibility for priority status.
- Prepares developer requests for proposals to facilitate the disposition, redevelopment and or renovation of redevelopment agency properties and buildings.
- Prepares developer and site selector marketing materials that provide site information, demographics, surveys, environmental information and other necessary and requisite data to facilitate attraction of development.
- Seek out, write, and implement grants that further the goals of the CRA.
- Project Management:

- Prepares and monitors budgets for individual projects and overall operating budget for entire program, signs all invoices and pay requests, and reports all expenses to CRA Boards monthly.
- Implements projects including planning and design, funding, construction coordination, and bidding documents and procedures.
- Ability to determine if FDOT Local Agency Program requirements are met.
- Coordinates with other City departments on projects as necessary.
- Contract Management:
 - Overseeing and directing construction projects from conception to completion.
 - Reviewing the project in-depth to schedule deliverables and estimate costs.
 - Overseeing all onsite and offsite constructions to monitor compliance with building and safety regulations.
- Collaborating with engineers, architects, etc. to determine the specifications of a project. Works with local, state and federal agencies in identifying and developing funding programs for both development and redevelopment projects.
- Interfaces with the Florida Legal Services, local businesses, property owners, chamber and other related groups.
- Develops public relations programs to generate interest and support for projects and makes public presentations as required.
- Participates in interviewing, selecting, and monitoring of consultants and contractors for projects.
- Meets with citizens, businesses, homeowners, and other community groups as needed to assess need and develop new projects.
- Packages, markets and identifies alternate financing for redevelopment projects with developers, lenders and government agencies.
- Coordinates efforts to amend the existing redevelopment plans as needed.
- Instructs and provides guidance to contractors during construction.
- Develops new ideas and project suggestions with the Community Redevelopment Boards.
- Attends city council meetings and makes presentations on behalf of the CRA Boards.
- Conducts field inspections to evaluate problems, observe results and make personal contact with affected citizens, businesses and contractors.
- Essential Employees may be required to work during a declared or undeclared emergency.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree (Master's degree preferred) in economic development, planning, business administration, , or a related field with five (5) years' experience in community redevelopment, grants administration, contract or project management, neighborhood planning and visioning; or an equivalent combination of education, training and experience. Experience in managing construction projects, FDOT Local Agency Program Certification, Project Management Professional Certification to include financial and budgetary experience is highly preferred.

Special Qualifications:

Must possess a valid current Florida driver's license, or be able to acquire one within 45 days of hire. Ability to obtain Project Management Professional Certification within one year of employment.

Knowledge, Skills and Abilities:

- Knowledge of Florida Statutes, Chapter 163, Part III (Florida Community Redevelopment Act).
- Knowledge of packaging, marketing and financing development and redevelopment projects.
- Knowledge of the technical field of economic and community redevelopment.
- Knowledge of Tax Increment Financing.
- Knowledge of grants administration.
- Ability to prioritize tasks and change plans/schedule in order to meet deadlines.
- Ability to identify problems and offer possible solutions.
- Knowledge of annual budget preparation and monitoring.
- Knowledge of various financial techniques available to fund projects, together with legal aspects of redevelopment.
- Ability to organize and communicate with developers, lenders and governmental agencies.
- Ability to interface well with the Community Redevelopment Agency Boards, downtown businesses, homeowners, Chamber and other related groups. Ability to make public presentations.
- Ability to maintain effective public relations with the community.
- Ability to establish and maintain cooperative working relationships with city officials and employees, the general public, and representatives of other agencies toward the accomplishment of assigned projects.
- Ability to gain the trust and cooperation of others to effectively communicate concepts and ideas.
- Ability to deal tactfully and courteously with the public and maintain composure in difficult and/or stressful situations.
- Skill in the use of a variety of computer programs, including Microsoft Office, and other office equipment.

PHYSICAL DEMANDS

The work is generally sedentary and may require exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Hearing: Ability to hear and understand at normal speaking levels with or without correction.
- Speaking / Talking: Ability to communicate clearly, accurately and concisely through speech.

- Visual Acuity: Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, operating motor vehicles
- Dexterity: Primarily with fingers, as in picking, pinching, or typing.
- Mental Acuity: Ability to make rational decisions.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

THIS JOB DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL THE RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

APPLICABLE ONLY TO POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE: In compliance with Part 382 of the Controlled Substance & Alcohol use and testing section of the DOT Regulations, this employee currently possesses a valid Commercial Driver's License and is required in the performance of their job to operate vehicles requiring a CDL on a regular, occasional or emergency basis OR will supervise employees in this category:

Yes No N/A Human Resources Initials: _____

If "NO" is marked above, Employee agrees to obtain the required license, or permit, within 120 days of employment.

The City has the right to revise this job description at any time. Signatures below do not represent in any way a contract of employment.

I have read the foregoing job description, understand it, and feel that I am capable of performing all of the necessary requirements as stated above with or without reasonable accommodation.

Employee Signature

Date

Human Resources Manager Signature

Date