

# City of Bartow – CRA Executive Director

**Organization:** Bartow Community Redevelopment Agency (“CRA”)

**Position:** Executive Director

**Schedule:** Full time

**Salary:** DOQ

**Overview:** This is a full-time and exempt professional position that manages a Community Redevelopment Agency (“CRA”) in accordance with the Florida Community Redevelopment Act, the agency’s Redevelopment Plan, and applicable State statutes. This position is a contract employee with the City of Bartow Community Redevelopment Agency.

**Duties:** This highly responsible position entails overseeing the day-to-day operations of the Bartow CRA. Specific duties include:

1. Reporting directly to the seven members of the CRA Board of Commissioners (“Board”).
2. Developing and implementing the Redevelopment Plan.
3. Planning and budgeting for capital improvements and redevelopment projects.
4. Developing, proposing, and executing a five year work program and an annual action agenda.
5. Preparing progress reports for the Board and the City Commission.
6. Liaison with the City of Bartow and developing and maintaining an effective working relationship with the City Manager and Department Heads.
7. Managing projects, programs, and activities as directed by the Board.
8. Attending community partner meetings.
9. Serving as the representative/liaison to the community (public and private) and perform other public relation matters.
10. Negotiating consultant contracts.
11. Working with the City of Bartow Finance Director on financial administration
12. Coordinating all grant applications and activities with designated City of Bartow staff.
13. Other duties as assigned by the Board.

**Education Qualification:** The candidate must have graduated from an accredited college or university with a Bachelor’s Degree in Business, Public Administration, Planning, Finance or related fields. Master’s Degree is preferred.

**Experience:** Five (5) years experience with community development, redevelopment, “Main Street”, and business improvement issues, or have equivalent experience in the private sector.

**Skill Requirements:** The candidate must have excellent negotiation, writing, marketing and communication skills and must have expertise with spreadsheet, word processor, and presentation software.

**Residency Requirement:** The successful candidate must become a permanent resident in the City of Bartow within six (6) months of employment.

**Compensation:** The salary range is depending on qualifications and experience. The position is eligible for the standard City of Bartow benefits package including insurance, mandatory retirement plan, an opportunity to participate in a deferred compensation program, and other programs as they become available from time to time.

**Background Checks:** All candidates must successfully pass a job history check, credit history check, reference check, criminal history check, education verification, drug screening, and physical exam before final approval for the position.

**Apply to:** Applications are being accepted by the City of Bartow Personnel Department, 450 North Wilson Avenue, Bartow, Florida 33830, until August 15, 2011. For more information, contact the City of Bartow Personnel Department at 863.534.0100. Equal Opportunity Employment (M/F) and Drug Free Workplace.