

Bradenton Downtown Development Authority (BDDA) - Position Description and Posting

Position Title: Executive Director

Date prepared: January 11, 2011

Salary: Range of \$72,000 – 82,000. Based on qualifications.

FLSA Status: Exempt

Location: Bradenton City Hall, 101 Old Main Street, Bradenton, FL 34205

Supervision Exercised: Program Administrator, Public Art Coordinator, Volunteer Project Administrator

Supervision Received: DDA Board of Directors

General Position Description: Implement the Board of Directors' vision for the revitalization of the Downtown Bradenton and 14th Street Community Redevelopment Areas (CRA), as found in each area's Community Redevelopment Plan (CRP).

Essential Duties and Responsibilities (include the following; others may be assigned):

1. Manage the BDDA's daily operations and staff team in accordance with Florida Statutes, Title XI, Chapter 163, Part III and other applicable federal, state and local laws.
2. Work in partnership with City of Bradenton elected officials and department directors, particularly the City's Chief of Staff and Director of Planning and Community Development, as well as representatives from other local government jurisdictions.
3. Draft proposed budgets consistent with each CRA's CRP for revision and approval by the Board of Directors, and implement the approved annual budgets.
4. Collaborate with the private sector to foster redevelopment and guide negotiations of private-public partnerships.
5. Manage the BDDA's redevelopment programs and capital improvement projects with a focus on measurable results.
6. Ensure the maintenance of DDA capital improvement projects.
7. Develop incentives to encourage investment in the CRAs.
8. Work in partnership with Realize Bradenton staff, and represent the BDDA on the Realize Bradenton board of directors and executive committee.
9. Represent the BDDA and its investment on the following community boards: CareerEdge Funders' Collaborative, Suncoast Community Capital Corporation and the Manatee Economic Development Council advisory board.
10. Manage the BDDA's communications to external and internal audiences.

Education and Experience Required: Masters Degree in a related field preferred. Ten (10) years of progressively responsible experience in real estate development, economic development, public administration and/or urban planning to include program development and administration.

(more)

OTHER QUALIFICATIONS:

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is both regularly required to sit and talk or hear. The individual is also required to use repetitive hand motion, stand and walk, and lift equipment up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual regularly works in an indoor or office environment. However, outdoor site visits and tours will occur frequently.

TO APPLY: Please e-mail one PDF file containing a cover letter, resume and a list of three references to Karen Kyser at kkyser@ddabradenton.com by Tuesday, February 1, 2011 at 6:00pm EST.

This job description in no way states or implies that the above are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.