

**Executive Director**  
**Central Community Redevelopment Agency**  
**JOB DESCRIPTION**

**Job Title:** Executive Director

**Date prepared:** January 30, 2012

**Department/Location:** Central Community Redevelopment Agency

**FLSA Status:** Exempt

**Supervision Exercised:** Program Manager

**Supervision Received:** Board of Directors Central Community Redevelopment Agency

**Closing Date/Time:** March 2, 2012; 5:00 p.m.

**General Purpose of the Position:** The Executive Director is responsible for managing the professional work activities of the City of Bradenton Central Community Redevelopment Agency (CCRA). Work includes planning, preparation, and administration of various capital work projects, coordination and implementation of marketing and development activities. The position entails economic development initiatives, administration, assistance with and maintenance of various strategic alliances and programs for the CCRA. Work in both local and regional collaborative effort with developers, investors and business owners to promote the economic growth and future vision of the City of Bradenton and the Central Community Redevelopment Agency district.

**Essential duties and Responsibilities:**

- Directs all the daily activities of the CCRA.
- Excellent writing and oral communications skills.
- Representing the CCRA on various boards and community organizations.
- Ability to plan, direct, coordinate, and administer redevelopment and economic development plans and programs.
- Ability to coordinate and administer economic development strategies and projects with other departments and agencies (both internal and external).
- Thorough knowledge of principles, practices, methods and theories of planning, community economic development, and development.
- Thorough knowledge of state and federal economic and redevelopment legislation.
- Thorough knowledge of principles and practices of effective administration and supervision.
- Knowledge of accounting, accounts management, and fundraising.
- Knowledge of state and federal workforce development program and support for CareerEdge Funders Collaborative in both Manatee and Sarasota Counties.
- Knowledge of economic development and the ongoing support for Suncoast Community Capital and all the initiatives with the Kaufman Urban Entrepreneur Partnership.

- Control costs to meet operating “Tax Increment Funding” of the budget by maintaining financial responsibilities in all decision making.
- Skills in layout and newsletter production.
- Knowledge of personnel management policies and practices.
- Knowledge of government budget procedures.
- Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, other city employees, and the general public.

**Skills and Physical Abilities Required:** Sitting, some standing, bending, reaching.

**Computer Equipment and Software Requirements:** Must be proficient in computer skills, including Microsoft Office, Internet Explorer, Microsoft Word, Outlook, ArcView and GIS, as well as knowledge of office practices, equipment, and operation methods.

**Education and Experience Required:** Bachelor Degree from an accredited four-year college or university with major coursework in Public Administration or Public Affairs, Finance, Planning, Urban Programs, Urban Design, or closely related subject is required. (Masters is preferred). Must have five (5) years of experience managing community/economic development (CRA) programs or experience working with urban redevelopment and finance projects with similar agencies that include program development and administration. Must have a valid Florida Driver’s License.

**Salary Range:** \$75,000 - \$85,000 annually.

**Contact Information:**

Send current resume to:

Timothy Polk, Interim Executive Director CCRA

City of Bradenton

101 Old Main Street

Bradenton, Florida 34205

[timothy.polk@cityofbradenton.com](mailto:timothy.polk@cityofbradenton.com)

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.

**Approved:**

**Director, CCRA Board** \_\_\_\_\_

**Date:** \_\_\_\_\_