

CITY OF LIVE OAK - CRA DIRECTOR

Organization: Live Oak, Florida Community Redevelopment Agency (CRA)

Position: Director

Schedule: Full Time Mon-Fri; 8am-5pm; after-hours public hearings.

Annual Salary: \$40,000 – \$50,000 Salary + Benefits & Bonus Opportunities

Job Description

Position is responsible for managing the Live Oak Community Redevelopment Agency. This will include the overseeing of CRA Projects and Budget as well as providing management, planning, and economic development and design services to the CRA in the City of Live Oak.

A full description of the duties, responsibilities and qualifications can be found on the city website:

www.cityofliveoak.org

This position provides administrative direction for department services and programs to include new or expanded hospitality, retail and restaurant establishments, manufacturing and distribution centers, industrial parks, and commercial and residential development in the district; and possible event participation in Downtown Live Oak. Daily interaction with the public and other public and private agencies is a key aspect. Responsible for initiating, planning, and coordinating the implementation of redevelopment plans which will include negotiating and managing redevelopment projects, with possible grant writing, and design work. The overall goal is to market the Downtown and CRA District environment, develop excitement about the changes, and promote events and activities that will generate growth while strategically marketing the district as a great place to live, work, play, and visit. Possible performance based bonuses will be based on successful completion of projects, the award of grant monies from outside sources, and business recruitment which results in redevelopment and job creation.

The Director position reports directly to the Community Redevelopment Agency Board.

Qualifications (to include but not limited to):

Education & Work Experience:

- Four-year Bachelor's degree from an accredited college or university with a major in Urban Planning or a related field or have a minimum of four (4) years experience in the public/private sector, in city, county or community redevelopment planning or administration, community or neighborhood redevelopment directing, project management, or economic development.

Computer Skills:

- Must be proficient in computer skills, including Microsoft Office Suite. ArcView GIS experience a plus.

Special Requirements:

- The candidate must have thorough knowledge of intergovernmental operations and the redevelopment process, especially pertaining to Florida Statutes for Community Redevelopment Agencies.
- Must be able to work individually and also with a team containing multiple disciplines.
- Must be able to bridge between the private sector and public sector.
- Must possess excellent public speaking, writing, researching skills and have a strong customer service attitude.
- Detail-oriented, organized, and exercises a high level of professionalism and performance.
- A self-starter, enthusiastic, and a demonstrated team builder, facilitator, and consensus builder who is involved with the community.
- Business/Professional/Political connections and/or acumen in any or all of these areas is highly desirable.
- Proven record of Financial/Business acumen.
- Grant writing experience is a plus.
- Flexible to changing Board membership and their needs.
- Verifiable work related references and examples of completed redevelopment planning and projects which candidate actively participated in must also be provided.
- Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida APA & PZA, Urban Land Institute, Florida Redevelopment Association, or other related fields. Certification of AICP is a plus.

Duties and Responsibilities (to include but not limited to):

- Manage and coordinate all aspects of identified projects and construction. This will include managing the contracts of construction projects, creating and coordinating work programs to implement redevelopment plans, supervising consultants and contractors, and evaluating and reporting of plan execution and progress;
- Prepare long range and short range redevelopment plans and programs in accordance with state law and local policy;
- Prepare submissions for site plan, zoning, and land use for all CRA projects;
- Direct, manage, and implement an overall economic development marketing strategy to include communications, public relations, advertising, and community outreach programs.
- Direct and implement the look and production of all CRA products including publications, ads, and program initiatives while meeting the meet reporting and advertising requirements pertaining to CRAs
- Compile databases and relevant planning and economic information regarding housing, retail, industrial, and office development activity in the CRA;

- Assist private developers and business owners with: site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development in the CRA;
- Provide lead in coordinating CRA and City efforts in the CRA with other stakeholder groups;
- Assist Development Manager in new zoning regulations and other planning objectives as conditions change in the CRA development environment;
- Implementing and managing the CRA's Façade and Site Improvement Grant Program including outreach to current property owners in the district;
- Write developer requests for proposals for the purpose of disposing of CRA land for redevelopment;
- Evaluate for and draft recommended updates and amendments to the CRA Plan;
- Attend training sessions and conferences pertaining to CRA;
- Prepare and manage annual CRA budget;
- Effectively market, recruit, and communicate with community groups, residents, business owners about CRA projects;
- Prepare and present agenda items CRA Board meetings;
- Organize and analyze information and formulate recommendations to the Agency;
- Prepare developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers.

Application

Please submit a completed and signed City of Live Oak Employment Application, Resume, Education/Certification Documents and examples of redevelopment and planning work to:

City of Live Oak

101 White Avenue S.E.

Live Oak, FL 32064

Attention: City Clerk

Additional CD/DVD electronic submissions may be included with past project work examples.

Deadline to apply is Friday August 16, 2013, 5:00 PM.