

# City of Live Oak - CRA Director

Organization: Live Oak Community Redevelopment Agency ("CRA")

Position: Director

Schedule: Part Time – 24 to 30 hrs per week

Salary: DOQ

## **Job Description**

Responsible for providing management, planning and economic development services to the Community Redevelopment Agency in the City of Live Oak. The Director position reports directly to the Community Redevelopment Agency Board.

## **Duties and Responsibilities:**

- Prepare submissions for site plan, zoning, and land use for all CRA projects;
- 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;
- Assist Development Manager in new zoning regulations and other planning objectives as conditions change in the CRA development environment;
- Provide grant application management (internal and external) for the Agency;
- 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;
- Must be able to meet reporting and advertising requirements pertaining to CRA's;
- Manage and coordinate all aspects of identified projects and construction;
- Attend training sessions and conferences pertaining to CRA;
- Prepare recommendations for and manage CRA budget;
- Communicate with community groups, residents, business owners about CRA projects;
- Prepares agenda items for and make presentations at 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.

## **Qualifications** *(Education, work experience, special requirements)*

Bachelors degree from an accredited college or university with a major in Urban Planning or related field and/or have a minimum of five (5) years experience in the public/private sector in a progressive city in planning, community or neighborhood redevelopment, project management, economic development, or equivalent combination of post secondary education with a minimum of 2 years work experience in a planning or CRA municipal or private sector office environment. The candidate must have thorough knowledge of intergovernmental operations and the redevelopment process, especially pertaining to Florida Statutes for Community Redevelopment Agencies. Being able to bridge between the private sector and public sector is critical. Must possess excellent public speaking, writing, researching skills and have a strong customer service attitude. Must be proficient in computer skills, including Explorer, Word, Outlook, ArcView GIS, etc. Must be able to work with a team containing multiple disciplines. 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.

**Submission** Please submit a City of Live Oak Application (visit [www.cityofliveoak.org](http://www.cityofliveoak.org)), Resume, Education/Certification Documents and Examples of Redevelopment and Planning work to: City of Live Oak, City Administrator, 101 White Ave. SE, Live Oak, Florida 32064