

# **Executive Director: High Springs Community Redevelopment Agency**

**Location:** High Springs, FL

**Reports to:** City Manager/CRA Board

**Pay Range:** Up to \$25,000

**Application Deadline:** August 30, 2014

**Start Date:** October 1, 2014

**Schedule:** Part-time (20 hours); after-hours public meetings

## **General Description:**

Position is responsible for managing the High Springs Community Redevelopment Agency. This will include overseeing CRA projects and budget as well as provide management, planning, and economic development services to the CRA for the CRA corridor.

This position is responsible for initiating, planning, and coordinating the implementation of redevelopment plans. Daily interaction with public and private agencies is a key aspect. The overall goal is to market the Downtown and CRA District environment, communicate with and foster business participation, develop excitement about the changes, and promote events and activities that will attract citizens and visitors to the CRA corridor. Work is performed at a highly professional level with a high degree of independence and initiative.

## **Duties & Responsibilities:**

The Executive Director shall:

### **General:**

- Work with the Community Redevelopment Agency, the Chamber of Commerce, Community Development Corporation, City government; and all appropriate City departments to formulate, recommend and carry out policies relative to programs in the CRA district.
- Work with other appropriate government agencies, bankers, real estate and commercial brokers acting as a liaison to facilitate productive interactions with the City of High Springs.
- Prepare reports and make appropriate monthly and annual status presentations to CRA, Chamber, City and others as necessary.

- Compile databases and relevant planning and economic information regarding housing, retail, industrial, and office development activity;
- Direct the implementation of the Economic Development Programs outlined in the CRA Plan.

**Business Recruiting, Retention and Expansion:**

- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into the High Springs CRA area;
- Assist private developers and business owners with site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development;
- Represent the City with outside agencies or private developers and other interested parties.
- Meet, confer and provide detailed information to new businesses contemplating a relocation or expansion into the High Springs CRA area.

**Economic Development Marketing and Attraction:**

- Provide support to the City in order to fulfill the CRA's Economic Development Programs within the CRA Plan, including developing strategies, identifying the community competitive advantages, targeting industries, identifying prospects, and using marketing tools.
- Assist in the marketing and negotiations for development of CRA-owned properties
- Serve as a resource for the public, including the development community, businesses, property owners, community organizations and make public presentations to help educate local residents, the business community, and City of High Springs staff about the benefits of a planned economic development effort.
- Respond to inquiries regarding economic data, trends and resources such as industrial and commercial development opportunities.

**Economic Development Finance:**

- Review and process applications for the various CRA Economic Incentive/Grant Programs
- Write, justify and budget for annual requests for CRA and City funding for economic development to support High Springs economic development marketing plans and overall economic development efforts.
- Review financial data submitted in relation to development proposals utilizing CRA properties.
- Perform other related duties as assigned.

**Qualifications (to include but not limited to):**

*Education & Work Experience:*

Option #1 - 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. General financial knowledge required.

Option #2 – Two-year Associate degree from an accredited college or university with emphasis on business administration and/or management. General financial knowledge required.

*Computer Skills:*

- Must be proficient in computer skills, including Microsoft Office Suite.

*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

Send resume to: Jenny L. Parham, City Clerk  
110 NW 1<sup>st</sup> Avenue  
High Springs, FL 32643