

City of Kissimmee, Florida

Classification Description

Classification Title: CRA Manager
Department: Development Services
Pay Grade: 27
FLSA Status: Exempt

General Statement of Job

Position manages the day-to-day operations, planning, budgeting, capital acquisitions, public relations, real estate negotiations, professional service contracts and capital planning for two Community Redevelopment (CRA) districts. Advanced professional work focused on the revitalization and community enhancement within the CRA districts through redevelopment, capital improvement, and branding. Position serves as a liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts. Negotiates contracts, develops incentives, recruits compatible development activity and supervises consultants and advisors. This position is considered one of the Assistant Directors of the Development Services Department and reports to the Development Services Director.

Specific Duties and Responsibilities

Essential Functions:

Provides oversight and management of Federal/State Grant programs designed to assist with redevelopment goals within the districts.

Provides comprehensive knowledge of redevelopment programs and their financing. Develops potential incentive packages, provides market assessments/impacts, and monitors development trends.

Assists with the development of capital projects included in the City's Master Plan; tracks the economic impact of those projects on Redevelopment activities City-wide.

Makes public presentations to the City Commission and other public/private organizations regarding City-wide Redevelopment, and CRA business, initiatives and focus.

Technical advisor to the Community Redevelopment Agency Board (City Commission) and multiple CRA advisory boards. Prepares and manages two CRA budgets; identifies and accesses funding sources; maintains relationships with funding sources and administers contractual agreements with other governmental agencies.

Responsible for the management and administration of capital projects within the two CRA districts.

Promotes and disseminates information about CRA activities to stakeholders through media, print and social media; attends and conducts various meeting and presentations.

Acts as the City's gatekeeper in dealing with development within the CRA districts.

Negotiates contracts, incentives, developer agreements, and projects; administers same.

Supervises clerical staff, consultants, and special projects.

Supervises staff that oversees the City's CDBG, SHIP, HOME and other Federal and State community development grants.

Participates in Development Services management team.

Minimum Education and Training

Requires a Bachelor's degree in business administration, public administration, urban planning, engineering, economics, finance or closely related field, supplemented by five (5) years of professional redevelopment experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess and maintain a valid state of Florida driver's license.

Minimum Qualifications and Standards Required

Skill Requirements:

Has thorough knowledge of the methods, procedures and policies of the Community Redevelopment Agency as they pertain to the performance of duties of the Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has comprehensive knowledge of the principles, theories, practices and methodologies of community redevelopment.

Has thorough knowledge real estate principles and transactions, as well as Federal and State community redevelopment programs such as CDBG, HOME and SHIP.

Is able to apply basic knowledge of economics, architecture/engineering, land development, historic preservation, finance and sociology in the planning process. Has knowledge and skills required in determining needs of the City and ensuring that those needs are met. Has the ability to assimilate both technical and theoretical concepts from many diverse disciplines and apply the knowledge in creative and intuitive ways to solve unique problems. Understands specific City/county ordinances



as they apply to the duties and responsibilities of the position.

Is able to coordinate CRA activities with other City and county departments, property/business owners, residents and community leaders in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make effective presentations and speeches. Is able to make sound, educated decisions. Knows how to apply supervisory and managerial concepts and principles.

Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is able to perform employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology used within the department.

Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize and utilize various financial information necessary in the preparation of the Agency budget, and knows how to prepare and monitor the budget. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for data and word processing. Knows how to react calmly and quickly in emergency situations.



Physical Requirements:

Must be physically able to operate a variety of machines and equipment including a computer, telephone, fax machine, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Responsibilities:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Working Conditions:

Works primarily in an office environment.

Other:

It is understood that every incidental duty connected with operations enumerated in the job description is not always specifically described, and employees, at the discretion of the City, may be required to perform duties not within their job descriptions.

