

EATONVILLE COMMUNITY REDEVELOPMENT AGENCY

"The Oldest Black Incorporated Municipality in America"

Executive Director

SALARY RANGE: \$50,000 - \$65,000

MAJOR FUNCTION

This is responsible managerial and professional work in directing the Eatonville Community Redevelopment Agency which implements the CRA Plan approved by the Town Council of the Town of Eatonville. Work involves knowledge and administrative skills in the redevelopment of the community and carrying out the task of the Community Redevelopment Plan. Knowledge of budget planning and development and local laws in regards to planning and code compliance. The Executive Director is responsible for the supervision of CRA administrative staff and project oversight of designated projects.

ILLUSTRATIVE DUTIES

This position will serve as technical advisor to the Board of Directors and also serves as the Executive Officer of the day to day functions of the CRA. This position will also work with the Chief Administrative Officer of the Town of Eatonville and its municipal officials in connection with new or contemplated capital improvements and long- range plans. Also this position will coordinate construction projects within the CRA Plan and any other projects designated by the Town Council through the CRA Plan. Supervise staff/consultants and oversee all agency activities and prepares budget and work plans for the CRA

MINIUM QUALIFICATIONS

Knowledge Abilities and Skills:

Thorough knowledge of laws and ordinances affecting the planning, development and construction processes. Thorough knowledge of the general practices and materials of building trades. The individual selected needs to have knowledge of the Community Development Block Grant Program and any other Community Revitalization funding available, in addition to the ability to establish and maintain effective working relationships as necessitated.

Training and Experience:

Graduation from an accredited four year college or university with specialization in municipal planning, architecture, public administration, business or related courses. Years of experience in municipal government and or any related profession (i.e. real estate, construction, and nonprofit) can be substituted for education requirements or a combination of training and experience.