

CRA Staff Assistant – City of Live Oak, Florida

Organization: City of Live Oak / Community Redevelopment Agency

Annual Salary: \$26,000 to \$30,000 DOQ

Closing Date: 11/01/16 or until filled

General Description:

Under the direction of the (CRA) Directors of the City of Live Oak / Community Redevelopment Agency (CRA), this position will assist with developed and implemented redevelopment and economic revitalization programs and projects within the CRA boundaries as identified in the Community Redevelopment Agency Community Redevelopment Plan. Coordinates assigned activities with other City departments, divisions, and with outside agencies and consultants. Assists with the developed and monitored expenditures of the CRA budget. Provides staff assistance to the Directors and Community Redevelopment Board, with Customer Service Duties & Responsibilities.

Essential Duties and Responsibilities

Assists with the developed plans and programs to achieve the goals and objectives relating to the redevelopment and economic revitalization of the CRA.

Provides day to day staff support and assistance of the CRA Directors.

Assists with maintaining the effective working relationships with members of the business community and citizens within the district, serving as a liaison to neighborhood associations and other groups involved in the community redevelopment process.

Assists with preparation of work related to capital project designs, budget and cost projections, and construction schedules to the CRA Board and/or management for review and approval.

Assists with preparing the Community Redevelopment Agency (CRA) programs and projects/updates to the CRA Board; responds to questions and requests for additional information from the Board; and assists with the implementation of program plans and projects.

Assists with the coordination of redevelopment activities and projects with other governmental agencies, private-sector developers and funding agencies.

Assists with the coordination of the planning and implementation of economic development and redevelopment projects including public improvements and monitoring status of engineering work and planning processes.

Assists with the preparation of the Annual Report for the Community Redevelopment Agency as required by State law.

Assist with identifying, preparing application submittals for grant opportunities to secure funding for various capital projects, administering awarded grants and ensures compliance with grant requirements.

Assist with monitoring project costs; tracking expenditures; reviewing billing invoices; and purchasing and inventory processes.

Assists CRA Directors in the planning, design, development, and promotion of special events, annual meetings, goals, objectives, plans and programs.

Initiates agenda items and prepares supporting materials and related documentation, and delivers presentations; may include collecting and maintaining official minutes.

Writes, edits, produces, and distributes informational, publicity, brochures and promotional materials, including but not limited to, press releases, photography, video, award applications and annual reports.

Will coordinate and manage marketing and social media efforts, including website updates and coordination with local and national media outlets.

Serves as a staff liaison to community groups, special committees, boards or other entities.

Processes correspondence, maintains files and records per Florida State statutes.

Provides assistance to the public [e.g., phone, in person, electronic mail, postal mail, etc.].

Monitors and adheres to budget, directs necessary adjustments and reallocations.

Determines funds availability and prepares requisitions.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of laws, ordinances, regulations and statutes which govern a Community Redevelopment Agency (CRA).

Basic knowledge of governmental budget procedures.

Ability to understand and work effectively within the policies and procedures governing the Community Redevelopment Agency (CRA).

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, department heads, and representatives of other agencies, other city employees, and the general public.

Must have strong computer skills and be proficient in Microsoft Office Programs such as, Excel, Word, PowerPoint and Outlook.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is often required to sit for prolonged periods of time.

Depending on assignment, tasks may require frequent walking, standing, some unassisted lifting, carrying, pushing and/or pulling of moderately heavy objects up to 30 pounds.

May involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, kneeling, stooping, and/or working in confined spaces.

May be required to climb and descend ladders and/or stairs; at redevelopment sites.

WORK ENVIRONMENT

General office environment that requires sitting, standing & walking to other city departments.

May be required to work or attend meetings outside regular business hours.

Requires local travel to various redevelopment areas to conduct on-site visits with businesses, communities, and neighborhoods located within the (CRA) area.

Work may require performance of tasks outdoors under varying climatic conditions.

Minimum Qualifications

Associate of Arts (AA) or Associate of Science (AS) degree from an accredited college or university. A minimum of 3 years of professional experience with similar duties and responsibilities may be substituted for degree.

Valid Florida Driver's License is required.

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an Equal Opportunity Employer and a Drug-Free Workplace.