



TOWN OF DAVIE
invites applications for the position of:

CRA Coordinator

An Equal Opportunity Employer

SALARY:

\$26.86/Hourly

\$55,869/Annually

OPENING DATE: Wednesday, October 11, 2016

CLOSING DATE: Friday, October 21, 2016 @ 5:00 PM

DESCRIPTION:

Under limited supervision, performs highly responsible managerial and administrative work, coordinating, planning, trouble-shooting, project evaluation and resolution, supervising contractors and vendors, maintaining good public relations with residents, business owners and operators, maintaining department records, preparation and dissemination of CRA agendas and RFP's and other items needed, works independently in the field and in the office, for the overall operation of the Community Redevelopment Agency and its Director. This position requires an individual who can work independently under stressful circumstances and field conditions, and deal with elements of a sensitive nature which requires confidentiality. Reports to the Community Development Director.

MINIMUM TRAINING AND EXPERIENCE:

Bachelor's Degree in Business, Public Administration, Economic Development or a closely related field; a minimum of three (3) years of experience in administrative work including construction maintenance and/or repair; or an equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS:

Possession of a current State of Florida Class "E" Driver's License. If selected to move forward in the process, you will be required to submit your lifetime driving history.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.davie-fl.gov>

OUR OFFICE IS LOCATED AT:

6591 Orange Drive

Davie, FL 33314

954-797-1100

hrd@davie-fl.gov

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Job #16-071
CRA COORDINATOR
LW