



**CITY OF CLEARWATER**  
invites applications for the position of:

## **CRA Business Assistance Administrator**

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**SALARY:** See Position Description

**OPENING DATE:** 07/05/19

**CLOSING DATE:** Continuous

**POSITION DESCRIPTION:**

**POSITION OPEN UNTIL FILLED**

**Target Entry Salary: \$63,496 annually**

Professional work of a difficult and responsible nature in the management, development, administration and implementation of Community Redevelopment Agency plans, programs and projects. Creates and executes grant programs, capital improvement plans and business assistance activities to implement the Downtown Redevelopment Plan and Downtown Development Board plans, to serve as the primary contact to the business community within the CRA and implement special projects as needed, under the direction of the CRA Director.

**DUTIES AND RESPONSIBILITIES:**

Work involves responsibility for planning, developing, reviewing, and coordinating the implementation of Community Redevelopment Agency grant programs, Downtown Development Board activities and capital improvement projects as identified in the 2018 Clearwater Downtown Redevelopment plan. Work is politically sensitive, independent and highly technical requiring expertise in urban design, advisory board facilitation skills, community engagement and a knowledge of urban planning. Work requires considerable attention to detail and assertively coordinating multiple projects simultaneously. Work is performed with wide latitude for exercising independent judgment, discretion and initiative. Work is reviewed through conferences, reports, observation, and evaluation of results achieved based upon an assessment of the overall success of assigned projects by the Director.

This position is responsible for implementing the CRA's Facade Improvement Program, food and drink grants, various incentive programs and other business assistance grants. Work includes coordination and support of the Downtown Development Board. Manages contracts of major construction projects, including preparation of requests for proposals. Evaluates, reports to various boards on plan execution and progress. Works with the business community to develop new assistance programs on a regular basis.

Coordinates the work of assigned project team members from various City departments, including employees' at all organizational levels. Coordinates and reviews the work of consultants retained to assist in the implementation of designated projects. Develops and oversees budgets as well as develops objectives, action plans and long-range plans. Significant interaction with elected officials, the City Manager's office and the Downtown business community. Collaborates with the CRA Public Relations and Programs Manager, Public Communications department, Economic Development and Housing and the Parks and Recreation Department to achieve department goals.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business or Public Administration, Urban Planning, Architecture, Marketing, Planning, or a closely related field.

Four (4) years of professional level experience managing a Redevelopment, Main Street, or Downtown Business Improvement District, or similar program. **Six (6) years of experience working in areas of planning, economic development and program management is preferred.** Any equivalent combination of education, training, and experience.

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The City of Clearwater is Equal Opportunity Employer  
APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.myclearwater.com>

Position #2019-00307  
CRA BUSINESS ASSISTANCE ADMINISTRATOR  
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100 South Myrtle Avenue  
Clearwater, FL 33756  
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### **CRA Business Assistance Administrator Supplemental Questionnaire**

\* 1. What is your highest level of education?

- Masters Degree or higher
- Bachelors Degree
- Associates Degree
- High School or GED
- Less than HS

\* 2. How many years of relevant work experience in managing a Redevelopment, Main Street, or Downtown Business Improvement District, Planning, Economic Development or similar program do you possess for this specific position?

- No experience
- 1-2 years experience
- 2-3 years experience
- 3-4 years experience
- 4-5 years experience
- 5-6 years of experience
- 6-7 years of experience
- 7-8 years of experience
- 8-9 years of experience
- 9-10 years of experience
- 10 + years of experience

\* Required Question