

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Assistant Director

Location: 20 N. Swinton Avenue

Reports to:

Title: CRA Executive Director

Level/Grade:

\$82,000 - \$120,000 annually

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours 40/week

- Exempt
- Nonexempt

General Description:

This is a highly responsible position assisting the CRA Director in the operation of the agency and the implementation of projects and programs contained in the Community Redevelopment Plan. The Assistant Director will be involved to varying degrees in all facets of the organization including policy making, project management, budgeting, planning, personnel management, and public relations. Work involves extensive contact with the development and business community, citizen groups, government officials, public and private agencies, advisory boards and City staff.

Duties & Responsibilities:

- Represent the CRA at various meetings and functions; make presentations to boards, committees, and the public.
- Provide management and oversight of assigned projects as well as supervision and coordination of projects assigned to other staff.
- Meet with development professionals, City staff, and the public regarding redevelopment activities.
- Initiate and develop new programs and projects to further the CRA's objectives for the revitalization of blighted areas and the provision of affordable housing.
- Assist in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects in the redevelopment area.
- Assist in capital project planning and the preparation of the annual budget, including the evaluation of funding requests by other agencies and organizations.
- Ensure that programs, projects and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approved redevelopment and development plans.
- Assist in the hiring, training, supervision and evaluation of professional staff.
- Other duties as assigned by the CRA Executive Director.

Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university with a major in Business Administration, Real Estate Development, Urban Planning, Public Administration or related field
- Minimum of five (5) years of progressively responsible experience in the field of redevelopment, urban planning, and/or real estate development, including at least five (5) years of supervisory experience.
- Knowledge and understanding of federal, state, and local regulations relative to urban redevelopment, including Florida Statute Chapter 163.
- Experience in public sector budget preparation and capital projects planning.
- Understanding of the real estate development process including design, regulatory requirements, and financing.
- Understanding of local redevelopment history, neighborhood plans, and land use regulations a plus.
- Strong communication skills, both written and verbal.
- Excellent planning and organizational skills and the ability to manage multiple projects through to completion.
- Ability to establish and maintain effective relationships with coworkers, other agency staff and the public

Reviewed by:

Title: CRA Executive Director

Approved by:

Title: CRA Executive Director