

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Project Coordinator

**Location:** 20 N. Swinton Ave, Delray Beach

**Reports to:**  
**Title:** CRA Assistant Director

**Level/Grade:**

**Pay Range:**  
\$45,000-\$65,000

**Type of position:**

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

**Hours:** 40/week

- Exempt
- Nonexempt

### General Description

This responsible, detail-oriented position involves performing a broad range of functions to assist the CRA in implementing the Community Redevelopment Plan and related activities. This position also performs other administrative functions as assigned.

### Duties & Responsibilities:

- Provides administrative assistance and project support to the Assistant Director and Project Manager(s).
- Assists with the coordination and preparation of land development submittals and processing entitlements and construction permits.
- Assist in coordinating the activities of a project to ensure cost, schedule, document control and quality standards are met.
- Assist with the review drawings and estimates with office staff when necessary to clarify details and pricing accuracy.
- Assist with pay applications, RFI's and change order requests while overseeing accuracy of drawings and associated documents, delivery details, dates and invoices throughout the length of the project.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to work on several projects or issues simultaneously and organize project files.
- Assist with planning activities associated with redevelopment and improvement project.
- Assist project management team with presentations to public groups.
- Contributes to the development and accomplishments of the CRA Team.
- Confers with developers, engineers, architects, landscape architects, surveyors, and members of the public pertaining to CRA projects.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Manage special projects and other duties as assigned.

### Education, Skills & Experience Requirements:

- Associates Degree along with a minimum of two (2) years of planning, real estate, architecture, engineering, building construction or real estate development experience or equivalent based on experience.
- Knowledge of the principles and practices of land planning and experience with reading, understanding and interpreting land development code regulations.
- Experience with submitting and processing development and construction permit applications. Experience with permit expediting a plus.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.
- Knowledge of CRA regulations, CCNA, RFP/RFQ, and government procurement policies and procedures for professional services a plus.
- Some construction industry experience preferred.

**Approved by:**

**Title:** CRA Executive Director

Revised 8/14/19