



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

## **REDEVELOPMENT ADMINISTRATOR**

**SALARY:** \$53,129.00 - \$87,663.00 Annually

**OPENING DATE:** 08/14/19

**CLOSING DATE:** 09/11/19 04:15 PM

### **DESCRIPTION:**

This position involves highly responsible administrative work in the day-to-day operation and management of the City's economic development and community redevelopment plans and functions. The employee exercises considerable initiative and independent judgment and must work closely with a wide variety of stakeholders including City officials and staff, real estate professionals, developers, local business owners, neighborhood associations, outside consultants, and City residents. The position requires an individual with high energy, enthusiasm, passion for economic development and community enrichment, and an ability to attract and retain businesses and build relationships with stakeholders. Strong oral and written communication skills are necessary, including the ability to negotiate effectively. General direction and supervision is received from the Mayor, Chief Administrative officer and Planning Zoning & Economic Development Director. Employees are hired as AT WILL employees that serve at the pleasure of the City and may be terminated at any time with or without cause.

### **EXAMPLES OF DUTIES:**

Manages the daily operations of the City's economic development and community redevelopment plans and functions, as assigned.

Administers and implements economic development and community redevelopment plans, programs, and policies.

Coordinates the operation of the CRA and serves as staff to the City of Plantation Community Redevelopment Agency Board.

Works with other City departments and divisions to ensure development and redevelopment projects are progressing.

Seeks grants and other funding opportunities to leverage economic development and redevelopment.

Oversees improvement project design(s), implementation and funding for assigned areas  
Meets with potential business owners to explore/secure their location and relocation efforts in the City of Plantation.

Maintains strong working relationships with business associations and property owner associations.

Works with marketing and communications staff to promote investment opportunities in the City's redevelopment districts.

Develops and maintains a database of vacant or underutilized commercial office spaces  
May serve as a liaison to one or more City redevelopment and other advisory boards; serves as a liaison to the local business community.

Serves as a City representative at Home Owners Association (HOA) and other association meetings.

Assists with compiling and preparing agency annual budget, annual report, and correspondence concerning redevelopment related matters; and assists with managing the expenditure of agency funds and maintenance of department records.

Serves as the City's liaison to the private sector to provide assistance in areas such as workforce training, financing, and marketing.

Responsible for marketing community wide presentations and events related to the CRA as funding allows.

Prepares written reports regarding redevelopment activities and proposes projects and makes public presentations to elected officials/CRA Board.

Identifies opportunities for improving departmental and organizational effectiveness, regulatory conformity and service performance. May recommend changes in administrative policies, organizational structure, programs, methods and procedures which are in the interest of the CRA.

Performs other duties as assigned.

### **TYPICAL QUALIFICATIONS:**

Knowledge of the functions of a Community Redevelopment Agency (Florida Statutes, Chapter 163, Part III).

Knowledge of City personnel, budget and procurement regulations.

Knowledge of sound public relations and marketing techniques for promoting and advancing economic and redevelopment objectives, and the ability to make effective presentations in a group or individual setting.

Knowledge of how local economies function and fit within the larger marketplace.

Knowledge of economic development programs and providers.

Knowledge of grant funding programs associated with redevelopment and economic development opportunities.

Knowledge of local, state, and federal political, administrative, and legislative processes.

Ability to interpret laws, rules and regulations pertaining to planning and CRAs.

Knowledge of code compliance best practices.

Knowledge of legislative processes related to the drafting, introduction, presentation, and funding of items in the state and federal budgets.

Knowledge of current theories, literature, resources and methodologies in the field of real estate, economic development, community development, and affordable housing.

Knowledge of relevant federal, state, and local laws, rules and regulations pertaining to local government.

Ability to lead, guide, direct and motivate employees.

Ability to plan, assign, delegate, and direct work of the Economic Development Administrator.

Comprehensive understanding of advisory boards, including public meetings and public records requirements.

Knowledge of project management software, Microsoft Office (Word and Excel) software.

Effective management, communication and organization skills.

General understanding of construction and permitting (City, State and Federal).

Experience in contract management.

Ability to conduct special studies, analyze and interpret findings, and prepare and effectively present factual reports.

Ability to develop long-term plans and programs and to evaluate work accomplishments.

Ability to exercise considerable initiative and independent judgment and must work effectively with City staff, elected officials, appointed officials, intergovernmental organizations, neighborhood associations, outside consultants, architects, contractors, employees, and the general public.

Ability to establish and maintain effective working relationships with investors, real estate professionals, property owners, tenants, subordinates, superiors, attorneys, county, and other officials.

Ability to anticipate the local impact of national and international economic and financial trends.

Ability to read and interpret financial statements.

Ability to provide recommendations to City Management regarding potential investments and new businesses.

Ability to make effective presentations.

Ability to develop programmatically valid and fiscally sound real estate and business development financing programs.

Ability to communicate clearly and concisely, verbally and in writing to assure comprehension of complex financial concepts by senior management and elected City officials.

### **DESIRABLE EXPERIENCE AND TRAINING**

Graduation from an accredited college or university with a Bachelor's Degree in urban planning, economics, business, marketing, communications, real estate, public administration, or a closely related field. Minimum of five (5) years of progressively responsible professional experience in community redevelopment, economic development, business development, business recruitment, housing development, real estate, or a closely related field. Florida Redevelopment Association (FRA) designation of (FRA-RA (Redevelopment Administrator) or FRARP (Redevelopment Professional) preferred. Additional qualifying work experience may be substituted on a year-for-year basis for the college education requirement

### **SUPPLEMENTAL INFORMATION:**

*This is a designated "Recovery" classification in the City's Emergency Operations Plan and will require the employee occupying this position to work for declared emergencies. Attendance at National Incident Management System (NIMS) training at the appropriate level is mandatory.*

*Effective 10/1/15, employees that have retired under a City of Plantation sponsored Pension Fund are not eligible prospectively for regular full-time employment in another position that earns pension benefits within another City of Plantation sponsored Pension Fund.*

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.plantation.org>

Position #381-02  
REDEVELOPMENT ADMINISTRATOR  
PG

City of Plantation City Hall  
400 NW 73rd Avenue

---

Plantation, FL 33317  
954-797-2240  
954-797-2240

[PGainey@plantation.org](mailto:PGainey@plantation.org)

---

### **REDEVELOPMENT ADMINISTRATOR Supplemental Questionnaire**

- \* 1. Have you graduated from an accredited college or university with a Bachelor's Degree in urban planning, economics, business, marketing, communications, real estate, public administration, or a closely related field?  
 Yes    No
  
- \* 2. If you do not have a a Bachelor's Degree in urban planning, economics, business, marketing, communications, real estate, public administration, or a closely related field please indicate your level of education and area of study.
  
- \* 3. Do you have a minimum of five (5) years of progressively responsible professional experience in community redevelopment, economic development, business development, business recruitment, housing development, real estate, or a closely related field? (Experience should be reflected in application).  
 Yes    No
  
- \* 4. Do you currently posses a Florida Redevelopment Association (FRA) designation of (FRA-RA (Redevelopment Administrator) or FRARP (Redevelopment Professional)?  
 Yes    No
  
- \* Required Question