



CITY OF
ST. AUGUSTINE
EST. 1565
**PERSONNEL
MANUAL**

3.	Job Description
3.2	General Employees
3.2.255	CRA Administrator

Job Position	Community Redevelopment Area (CRA) Administrator
Department	Public Works
Division	Administration
Salary	Starting at \$47,212.74

Job Description

The CRA Administrator provides professional planning implementation skills, judgment, and knowledge relative to community redevelopment initiatives. Work involves coordinating with Steering Committee, personnel within the City, community constituents, vendors, and the public/citizens. This position is overseen by the Public Works Director.

Job Responsibilities

Responsible for management of the City of St. Augustine Community Redevelopment Areas (CRA), including reporting to and working with applicable public agencies and management of applicable private contracts.

Provides support to advisory committees, which includes, but is not limited to scheduling and facilitating regular meetings; preparing meeting agendas and minutes; maintaining all appropriate program and project records and reports; and updating/maintaining website.

Develops and initiates new, CRA Board approved programs and projects to improve the physical and economic conditions within the CRA districts. Develops communication programs to support projects and meets with citizens, businesses, homeowners, and other community groups as needed to facilitate project implementation.

Manages the day to day operations of CRA districts ensuring compliance with applicable policies, procedures, law, regulations, and budgets. Serves as a liaison to governmental agencies, community leaders, civic organizations, merchants, property owners, and business owners.

Acts as the City's point of contact between the Planning and Building Department and City neighborhood organizations. Represents the City at Planning and Zoning Board and Commission meetings in regards to community development related issues such as rezoning and comprehensive plan amendments.

ISSUE DATE 06/25/2020 REVISION DATE	APPROVED BY John P. Regan, City Manager	PAGE 1	PAGES 2
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Job Responsibilities (continued)

Plans, assembles, and coordinates meetings between outside vendors (architect and landscape groups) and the property owners to determine scope of work, cost and implementation of desired improvements.

When authorized by the Director, coordinates, directs and offers staff input to planning consultants under contract to provide services to the City relative to neighborhood planning and long-range planning.

Meets with customers; receives and processes applications; follows up with customers to ensure project progress, initiates work orders and change orders for proposals related to CRA, approves invoices for Fix-It-Up and IRP, and performs final inspection upon project completion.

Prepares grant proposals, applications, contracts, and other documents as required for enhancing the efforts of the CRA. Coordinates applications during grant cycle (October 1 – December 31).

Responsible for preparing various staff reports, quarterly newsletters, and annual CRA report.

Approval of Fix-It-Up Applications in conjunction with SJHP and P&B.

Accomplishes other tasks as required.

Education, Training and Experience

Bachelor's degree in Business Administration, Public Administration, Urban/Regional Planning or related fields with two years of planning, land use, historic preservation, grants administration, or finance experience in the public sector; or an equivalent combination of education, training, and experience. Driver's License Requirement: Valid Florida Driver's License Classification: E.

Physical Demands

The physical demands representative of those that must be met to successfully perform the essential functions of this job. The position is semi-active, and the employee is required to walk; stand; move; bend; and reach. The position requires arm, hand, and finger dexterity in order to perform frequent typing and filing duties. The employee is regularly required to communicate and exchange information courteously, effectively, and promptly with the public and City staff. This position requires the ability to occasionally lift and move files and office supplies up to 25 pounds.

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