



# City of Bradenton Job Descriptions

**Job Title:** *EXECUTIVE DIRECTOR - CRA*

**Date prepared:** August 28, 2020

**Department/Location:** Community Redevelopment Agency

**Bargaining Unit:** None

**Classification:** Essential: This position is an Essential classification and may require employee to report to duty after a hurricane or emergency.

**Schedule:** This position normally works a regular weekday daytime shift and may require some evening / weekend work to meet obligations of position. May require immediate response to emergency conditions.

**FLSA Status:** Exempt

**Supervision Exercised:** CRA staff (includes Program Administrator, Administrative Assistant)

**Supervision Received:** As assigned by Community Redevelopment Agency Board of Directors

**General Purpose of the Position:** The CRA Executive Director is responsible for managing the professional work activities of the City of Bradenton Community Redevelopment Agency (CRA). The Community Redevelopment Agency is comprised of three separate redevelopment areas – the Bradenton CRA, the Central CRA, and the 14<sup>th</sup> Street CRA. The Director will work in collaborative effort with city staff, developers, investors and business owners to promote the economic growth and future vision of the City of Bradenton and the Community Redevelopment Areas. The Director reports to the CRA Board of Directors through the chairman of the Board, or a Board Member designated by the Board.

## **Essential duties and Responsibilities:**

- Direct all daily activities of the CRA.
- Oversee the preparation of all CRA agenda items and attend all meetings of the CRA Board of Directors.
- Plan, prepare, and administer various capital work projects, marketing and development activities, redevelopment and economic development plans and programs within the CRA.
  - Serve as project coordinator for all major CRA-approved infrastructure projects including acquisition of land to eliminate slum or blighted areas, as well as land improvements.
  - Oversee CRA-funded grant programs.
  - Serve as media resource or contact person for CRA activities.
- Administer economic development and redevelopment initiatives, assist with and maintain strategic alliances and programs for the CRA.
- Manage the CRA budget including creation, implementation and financial controls.
  - Control costs by maintaining financial responsibility in all decision making.
  - Prepare and submit, for approval of the Board, an annual budget for the operation of the CRAs.
  - Coordinate the annual audit with external audit firm.
- Attend community, civic or public meetings related to the goals and objectives of the CRA's approved projects.
- Maintain membership and certification through the Florida Redevelopment Association (FRA).



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## Skills and Physical Abilities Required:

- Excellent writing and oral communications skills.
- Thorough knowledge of principles, practices, methods and theories of planning, economic development, and community redevelopment.
- Thorough understanding of City ordinances related to the CRAs.
- Thorough knowledge of state and federal economic and redevelopment legislation.
- Thorough knowledge of principles and practices of effective administration and supervision.
- Thorough knowledge of accounting, budgeting and financial management.
- Knowledge of personnel management policies and practices.
- Ability to work effectively with elected officials, department heads, representatives of other agencies, city employees, and the general public.
- Physical abilities include sitting, some standing, bending, reaching.

**Computer Equipment and Software Requirements:** Proficient computer skills, specifically Microsoft Office products; knowledge of office practices, equipment, and operation methods.

**Education and Experience Required:** Bachelor’s Degree from an accredited four-year college or university with major coursework in Public Administration or Public Affairs, Finance, Planning, Urban Programs, Urban Design, or closely related subject. Master’s Degree preferred. Must have at least five (5) years’ experience managing employees and community / economic (re)development (CRA) programs, or experience working with urban redevelopment and finance projects with similar agencies that include program development and administration. Possession of and ability to maintain a valid Florida driver’s license.

Possession of Florida Redevelopment Association FRA-RA (Redevelopment Administrator) certification is preferred.

A comparable amount of training or experience may be substituted for the minimum qualifications at the discretion of the CRA Board of Directors

**Job Classification:** \_\_\_\_\_ **Pay Grade:** 131

This job description in no way states or implies that the **above** are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. Duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimal levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

**Approved:**  
**CRA Board Chairman** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources** \_\_\_\_\_

**Date:** \_\_\_\_\_