



**CITY OF NORTH MIAMI BEACH**  
**invites applications for the position of:**

**Redevelopment Manager**

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**SALARY:** \$38.25 - \$45.90 Hourly  
\$1,530.15 - \$1,836.13 Weekly  
\$79,568.00 - \$95,479.00 Annually

**OPENING DATE:** 10/23/20

**CLOSING DATE:** 11/20/20 11:59 PM

**DESCRIPTION:**

Under general supervision from senior level management, plans, organizes, coordinates and implements programs that support the mission of the Economic Development Office and the Community Redevelopment Agency (CRA) in strengthening the City's economy. ; implements City-wide strategic and operating plans and initiatives; administers events and programs focused on attracting and retaining target businesses; and effectively markets the City for success. May exercise direct supervision over assigned technical and administrative support personnel. Administer programs and activities within the CRA, including projects, programs, short- term and long- term planning and budgeting. The position requires a technically skilled professional who will support a comprehensive economic development program with emphasis on redevelopment activity.

First review of applications will take place two weeks from posting on November 6, 2020.

**EXAMPLES OF DUTIES:**

*(The duties listed below are the normal duties and responsibilities of this position. The omission of specific statements related to the duties and responsibilities of this position does not exclude them if the work is similar, related or reasonable within the scope of the position.)*

- Conduct activities as part of a comprehensive interdisciplinary economic development program for the City.
- Conduct activities to support the administration and operations of the CRA, including implementation of the Redevelopment Plan and the Strategic Finance Action Plan.
- Coordinates and ensures compliance with CRA Statutory requirements including the Annual Audit, Annual Report and annual Budget documents including approvals procedures and public notices. Coordinate with auditor for year-end financial statements and audit reports.
- Serve as staff to the CRA Board to conduct administrative and operations requirements including being accountable for generating and producing all agenda materials and content for monthly CRA Board meetings and Redevelopment Advisory Board meetings including but not limited to agenda content, presentations, reports, documents, monthly status updates on implementation of the Strategic Action Plan and all related communications.
- Accountable for a business retention and expansion program within the City/CRA area to grow the city economic base, attract capital investment and generate jobs.
- Confer with legal counsel to ensure adherence to pertinent statutes specifically Florida State Statute Chapter 163, Part III monitor CRA related legislation, and provide updates to the CRA Board on legislative or other regulatory changes that effect the CRA.
- Interface with consultants relating to design and engineering, redevelopment, planning, right of way plans, master plans, land uses and other planning and development related initiatives.
- Serves as liaison for CRA to other governmental agencies for administrative project purposes.
- Assist in creation and implementation of strategies developed by the CRA Board and per the CRA Strategic Action plan; assist in creation and implementation an of Economic Development Master Plan and associated strategies and programs.
- Participates in community meetings with business owners and residents. Promotes CRA activities and accomplishments through the City's Communication and Marketing department.
- Coordinates and shares information as necessary with the Community Development areas.
- Performs other duties as assigned.

## **TYPICAL QUALIFICATIONS:**

Bachelor's Degree in Economics, Business, Finance, Public or Business Administration, Real Estate, Planning or other related field, supplemented by five (5) years of experience in the field of redevelopment, community development, urban planning, real estate development, real estate finance, or economic development; with a preferred minimum of three (3) years of public sector experience in the field of CRA administration, community development, urban planning and redevelopment, real estate development, real estate finance, economic development.

## **SUPPLEMENTAL INFORMATION:**

- Knowledge of principles and practices of economic and redevelopment programs and operations.
- Ability to plan, organize and implement duties and responsibilities related to economic and redevelopment activities.
- Knowledge of the basic functions and Community Redevelopment Agencies.
- Ability to manage complex problems with multiple stakeholders.
- General knowledge of professional service contracting, bidding procedures and contract administration.
- An understanding of business attraction and ability to communicate with the business community.
- Understanding of marketing and public relations principals related to business development and attraction.
- Ability to work effectively with the public and community at large.
- General knowledge of City services and organizational structure.
- Effective customer service and public relations practices.
- Knowledge of principals and procedures of public recordkeeping.
- Knowledge of methods and techniques of business correspondence and technical report preparation.
- General knowledge relating to the preparation and utilization of an annual budget.
- General knowledge of real estate principles, (i.e. legal descriptions, deeds, lis pendis).
- Ability to communicate clearly and concisely, orally and in writing.
- Must demonstrate behaviors that support the City's mission and core values. The City's MISSION is to be the premier community in which to live, work, and raise a family. The CORE VALUES include Customer Focus, Empowerment, Continuous Quality Improvement, Sustainability, and Leadership.
- Required conduct is to be ethical and fair while representing the City. Must be responsible to adhere to all workplace policies that support ethical business practices and standards of conduct including, but not limited to, policies on Gifts, Conflict of Employment, Discipline, Drug Free Workplace, Employment of Relatives, Formal Grievances, Anti-Harassment, Posting of Job Vacancies, Equal Employment Opportunity, Political Activity, and Recruitment and Selection.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other City-issued technology devices. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist under desks and around furniture; to lift, carry, push, and/or pull moderate to heavy amounts of weight up to 20 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.governmentjobs.com/careers/citynmb>

17011 NE 19th Avenue  
North Miami Beach, FL 33162  
305-948-2918

Position #00045  
REDEVELOPMENT MANAGER  
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