 **JOB DESCRIPTION**

|  |  |
| --- | --- |
| **TITLE:** | Redevelopment Project Manager |
| **JON STATUS:** | Exempt, Full-Time |
| **LOCATION/DEPT:** | Palm Beach County |
| **REPORTS TO:** | CRA Executive Director |

**Position Summary & Essential Functions** - This position is responsible for providing project management services for city clients of RMA including downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency management, neighborhood development, housing projects and horizontal and vertical construction projects. Applicant must be passionate and have a high degree of energy and dedication and be able to work independently and possess strong public speaking skills.

**GENERAL**

Responsible for providing project management support to the assigned client. RMA is located in Pompano Beach, Florida with some of the RMA employees working within the offices of the government clients. Depending upon the role, supervision is by the client’s CRA Executive Director or RMA’s Principals. RMA retains overall supervision of the employee. Specific responsibilities include but are not limited to:

# EXAMPLES OF ESSENTIAL DUTIES

* Oversee and manage project budgets and redevelopment plans for various projects; may be in charge of several projects at the same time; must be highly organized and efficient.
* Work on redevelopment goals related to regulatory processes, i.e., planning, zoning, platting, variances, incentives, and other regulatory issues associated with redevelopment and economic development.
* Write developer and builder requests for proposals for the purpose of disposal, development, or renovation of CRA land or buildings.
* Interact with community groups, residents, business owners to ensure the CRA projects are well understood.
* Prepares agenda items for presentation to CRA Board and Advisory Boards meetings and other groups such as the Economic Development Council.
* Organize and analyze information and formulate recommendations to RMA.
* Compile databases and relevant planning and economic information regarding housing, commercial, industrial, and office development activity.
* Organize community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated.
* Prepare developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers.
* Ensure operations adhere to policies, regulations, and contractual obligations.
* Keep abreast with all organizational changes and business developments.
* Carry out other duties and responsibilities as assigned.

**OTHER POSITION REQUIREMENTS:** This position may require travel, generally within the State of Florida, but from time to time may include out-of-state travel for meetings. The Redevelopment Project Manager must provide his/her own car and maintain adequate automobile insurance coverage. Frequent use of motor vehicle to conduct office business is required. Working hours include maintaining regular office hours from 9:00 a.m. to 5:00 p.m., Monday through Friday.

# KNOWLEDGE, SKILLS AND ABILITIES

* Excellent written and verbal communication skills
* Exceptional organizational skills must be flexible and adapt to changing priorities
* Proven experience in planning, coordinating, and implementing special events, business promotions and multi-faceted activities
* Excellent interpersonal skills, ability to get along with diverse personalities; exhibits tact, professional attitude, maturity, and flexibility
* Strong presentation skills especially in visual presentations
* Ability to establish and maintain effective working relationships with subordinates, supervisors, peers, and the media
* Ability to handle sensitive information with integrity and confidentiality
* Ability to build professional and respectful working relationships at all levels internal and/or external to the organization
* Work within a team comprised of multiple disciplines, with a positive attitude; as well as work independently being self-motivated and proactive
* Solid analytical and problem-solving skills
* Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations.
* Experience in Microsoft Office Suite – Word, Excel, PowerPoint, Outlook

# MINIMUM QUALIFICATIONS

* Bachelors Degree in Business, Urban Planning, Finance, construction management or related field and/or five (5) or more years of experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience.
* Knowledge of intergovernmental operations and the redevelopment process
* Experience working on documents, including reviewing for quality assurance
* Intermediate expertise in Microsoft Word, Excel, PowerPoint, Outlook, ERP systems and web-based applications are required

**Physical Demands/Work Environment** - The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| **Physical Demand** | **Never** | **Occasionally**  ***(up to 25%)*** | **Frequently**  ***(26-75%)*** | **Constantly**  ***(76% or more)*** |
| --- | --- | --- | --- | --- |
| Walking |  |  | X |  |
| Bending |  |  | X |  |
| Standing |  |  | X |  |
| Stooping |  |  | X |  |
| Sitting |  |  | X |  |
| Climbing |  | X |  |  |
| Driving |  | X |  |  |
| Traveling |  | X |  |  |
| Extended hours and/or nights and weekends as needed |  | X |  |  |
| Lifting up to 50 lbs. with or without assistance |  | X |  |  |
| Lifting over 50 lbs. with assistance |  | X |  |  |
| Stretching/reaching |  |  | X |  |
| Hearing |  |  |  | x |
| Seeing |  |  |  | x |
| Speaking and communicating effectively with clients, staff, and others with diverse backgrounds |  |  |  | x |
| Operating computer and standard office equipment |  |  |  | x |
| Hand/finger dexterity |  |  |  | x |
| Motor skills and hand-eye coordination |  |  |  | x |
| Exposure to outside activities that could include extreme temperatures or inclement weather |  | x |  |  |
| Other: |  |  |  |  |

THIS IS NOT A CONTRACT

I have read this Position Description, and I understand the duties and responsibilities of the Redevelopment Project Manager, as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties, and skills in this position. It may be redesigned or reorganized at management discretion at any time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signed Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signed Date