***Job Title:*** ***Community Redevelopment Agency (CRA) Manager***

**Date prepared:** March 25, 2022

**Department/Location:** Community Redevelopment Agency (CRA)

**Bargaining Unit:** None

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

**FLSA Status:** Exempt

**Supervision Exercised:** Supervision may be exercised overCRA personnel.

**Supervision Received:** CRA Executive Director

**General Purpose of the Position:** Under general direction, the CRA Manager develops, administers, and implements CRA programs, projects and activities. Assists to varying degrees in policy making, project management, budgeting, planning, and public relations.

**Essential duties and Responsibilities:**

* Coordinates implementation of redevelopment projects and activities with City staff, other government agencies and the private sector.
* Represents the City’s CRA at various meetings and functions and makes presentations.
* Serves as staff liaison with CRA Advisory Boards, coordinates their meetings and keeps accurate and timely records (minutes, agendas, etc.)
* Markets the CRA’s programs to businesses, community partners, and other potential stakeholders.
* Creates and maintains effective working relationships with the business community, developers, property owners, realtors, advisory boards, community organizations, and citizens.
* Presents data, trends, research, and analysis in a variety of formats, including reports, maps, charts, graphics, dashboards, and interactive tools.
* Researches and applies for grants and awards.
* Assists new, expanding, and current businesses.
* Represents the CRA in the City’s Development Review Committee.
* Identifies infrastructure and capital planning needs and manages projects.
* Administers contracts and other agreements.
* Assists in the preparation of agenda items.
* Assists in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects.
* Assists in the preparation of the CRA Annual Report, and other reports as required.
* Prepares written materials such as press releases, speaking points, contracts, and brochures on an as-needed basis.
* Ensures that plans are carried out in accordance with City ordinances, applicable federal, county and state laws, and approved redevelopment plans.
* Assists in capital project planning and the preparation of the annual budget and evaluates funding requests by other agencies or organizations.
* May supervise assigned staff, handle employees’ concerns and problems; direct work; counsel and discipline staff; complete employee performance appraisals
* Coordinates special events.
* Performs other related duties as assigned.

**Skills and Physical Abilities Required:**

* Thorough knowledge of principles, practices, methods and theories of economic development, urban redevelopment, and community development.
* Ability to work under pressure of deadlines with minimal direction/supervision.
* Ability to coordinate multiple projects concurrently.
* Ability to establish and maintain professional relationships with a variety of people, including the elected officials, department heads, advisory boards, local member organizations and the public.
* Ability to foster creativity and problem-solving, and remain flexible in a rapidly changing environment.
* Knowledge of principles and practices of effective project administration and staff supervision.
* Available to work occasional evenings and weekends.
* Ability to follow written and verbal instructions.
* Knowledge of state and federal programs.
* Knowledge of personnel management policies and practices.
* Knowledge of government budget procedures.
* Skilled in time and task management.
* Sitting, some standing, bending, reaching.

**Computer Equipment and Software Requirements:** Must be proficient in computer skills, including Microsoft Office, Microsoft Word, Excel, Outlook, and Power Point, as well as knowledge of office practices, equipment, and operation methods.

**Education and Experience Required:** Bachelor’s degree from a four-year college or university in Business Administration, Public Administration, Urban Planning, or a directly related field, plus 3 years of professional experience; OR and equivalent combination of education, training, and experience. Possession of and ability to maintain a valid Florida driver’s license as travel between city facilities and events may be required.

**Environmental Conditions:** Indoors in an office environment, however may be standing or walking for long periods during special events.

**Pay Grade:** 128

This job description in no way states or implies that the aboveare 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:**

**Department Director:** **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Administrative Services:** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**