



CITY OF CLEARWATER
invites applications for the position of:

Community Redevelopment Agency Director

SALARY: See Position Description

OPENING DATE: 05/23/22

CLOSING DATE: Continuous

POSITION DESCRIPTION:

Position Open Until Filled

Target Entry Salary - \$84,833 to \$127,250

Under the direction of the City Manager's Office, the Community Redevelopment Agency Director is responsible for leading and maintaining a management framework that supports the City's strategic direction in a sustainable manner.

DUTIES AND RESPONSIBILITIES:

Essential Functions: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Essential duties and responsibilities may include, but are not limited to, the following:*

- Provides expectations, leadership, and guidance to all direct reports, fosters teamwork, and motivates the department under strong leadership.
- Maintains a departmental strategic plan which is consistent with the strategic direction of the City.
- Coordinates with other members of the Senior Executive Team to ensure that departmental operations and strategies are consistent with the City's strategic direction, charter, policies and procedures and ordinances.
- Coordinates with external stakeholders to support operations and long-term strategies.
- Maintains a culture of accountability within the department.
- Ensures that reports, documents, presentations before City Council and advisory boards are accurate and appropriate.
- Manages a departmental administrative framework that is consistent with and supportive of citywide administrative activities including but not limited to preparation of annual budget, personnel matters, proper accounting, and cash handling procedures, and keeping of public records.
- Originates, develops, creates, and implements policies and general operating procedures in conjunction with division or section heads; maintains strong communication with personnel and other departments to ensure the cohesion of principles and practices; evaluates current and ongoing policies, recommends changes, and implements policy updates when needed.
- Receives and answers complaints from department personnel and the general public involved in community redevelopment; provides administrative leadership, identifies problems or concerns, addresses issues within scope of authority, and reports on areas that need to be addressed by executive action.
- Attends civic and other functions to promote the public relations of the department and City; serves as the main representative for the Community Redevelopment Agency; represents the interests of both the Agency and the City.
- Directs the purchase, use, and maintenance of equipment and supplies; ensures all personnel are fully equipped to perform tasks and activities with skill, professionalism, and functionality needed.
- Makes recommendations for the development and expansion of facilities and services; identifies areas that need to be renovated, reconstructed, or expanded, develops ideas, and plans, presents possibilities with research, data, and information, and communicates expansion initiatives.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Licenses, Certifications, and Equipment:

A valid State driver's license is required.

This position is required to operate the below equipment, machines, tools, and other work aides:

Telephone, copier, fax machine, calculator, personal computer, applicable departmental computer information system applications, and other equipment as assigned.

Education and Experience:

Bachelor's Degree in Business or Public administration, Planning, Finance, Real Estate Development, Economic Development or related field AND eight (8) years of professional level experience in managing multiple redevelopment projects, or a redevelopment, main street or downtown improvement district. Experience working directly in local/state governmental economic development desired; OR an equivalent combination of education, training, and experience may be considered.

SUPPLEMENTAL INFORMATION:**Knowledge of –**

- Principles and practices of management, marketing, and redevelopment.
- City Ordinances, state, and federal laws pertaining to community development.
- Federal and state grants, loans, and other public and private financing alternatives.
- Business development, feasibility analysis, real estate investment, and land development.
- Principles and practices of project management, performance measurement, budget preparation, negotiating methods, and community outreach.
- Standard business and management practices and procedures.
- Office practices, procedures, and equipment.
- Record keeping, report preparation, filing methods, and records.
- General office policies and procedures; computers and general office equipment.

Skill in –

- Planning, organizing, and directing internal and external project teams.
- Creatively resolving planning and project implementation problems.
- Scheduling and coordinating complicated projects, personnel, and programs.
- Communicating and negotiating effectively with vendors and consultants.
- Negotiating redevelopment agreements.
- Developing various partnerships and outreach with stakeholders.
- Communicating effectively, verbally and in writing.
- Speaking to the public and give presentations.
- Establishing and maintaining effective working relationships
- Operating a computer and related software.

The City of Clearwater is Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.myclclearwater.com>

Position #2022-00207

COMMUNITY REDEVELOPMENT AGENCY DIRECTOR
CS

100 South Myrtle Avenue

Clearwater, FL 33756

727-562-4870 x0

humresweb@myclearwater.com

Community Redevelopment Agency Director Supplemental Questionnaire

* 1. What is your highest level of education?

- Masters Degree or higher
- Bachelors Degree
- Associates Degree
- High School Diploma or GED Certificate
- Completion of 10th grade
- Less than 10th grade education

* 2. How many years of professional level experience in managing multiple redevelopment projects, or a redevelopment, main street or downtown improvement district do you possess?

- 1-3 years
- 3-5 years

- 5-8 years
- 8-10 years
- 10-15 years
- More than 15 years

* 3. Do you possess experience working directly in local/state governmental economic development?

- Yes
- No

* Required Question