



THE CITY OF CLEARWATER, FLORIDA,  
HUMAN RESOURCES DEPARTMENT  
INVITES YOUR INTEREST IN THE POSITION OF

# COMMUNITY REDEVELOPMENT AGENCY DIRECTOR

## OUR VISION:

Clearwater will be a uniquely beautiful and vibrant community that is socially and economically diverse; that invests for the future; and that is a wonderful place to live, learn, work, visit and play.

Clearwater proudly celebrates the quality of our experiences, spirit and opportunities.

**Jon Jennings, City Manager**



## COMMUNITY BACKGROUND

Located between the Gulf of Mexico and Tampa Bay, the city of Clearwater combines the natural beauty of a tropical environment with safe, affordable, active living and opportunities for personal and professional prosperity. From relaxing on our world-acclaimed, white sandy beaches to boating, dolphin watching to fishing, cheering the Philadelphia Phillies in spring training to attending theater and concert events at Ruth Eckerd Hall and Coachman Park, Clearwater offers a lifestyle for everyone. No better location can be found which places more of an emphasis on integrating career, community, and lifestyle than the city of Clearwater.

Clearwater's quality of life is reflective of the people who live in it. Our vital, growing city has an active population of approximately 120,000 citizens who are accustomed to high-quality services and resources, and who are active partners with the city through numerous neighborhood and community programs.

## THE ORGANIZATION

The Community Redevelopment Agency (CRA) is a dependent taxing district established by city government for the purpose of carrying out redevelopment activities that include reducing or eliminating blight, improving the tax base, creating and retaining employment opportunities, and encouraging public and private investments in the CRA.



## THE POSITION

The Community Redevelopment Agency Director will serve as the leader of the Community Redevelopment Agency Department and will be responsible for ensuring the department meets the operational standards and strategic direction of the city of Clearwater.

The department has been focused on several initiatives over the last few years that the Community Redevelopment Agency director would also be responsible for managing and making recommendations on:

- 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.
- Provides expectations, leadership, and guidance to all direct reports, fosters teamwork, and motivates the department under strong leadership.
- 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.
- 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 Redevelopment Agency Department; represents the interests of both the department 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.

**Education:**

Bachelor's Degree in Business or Public Administration, Planning, Finance, Real Estate Development, Economic Development or related field.

**Experience:**

A minimum of 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.

The Community Redevelopment Agency Director will adhere to the highest degree of ethics, diplomacy and tactfulness, which includes solid negotiation, conflict resolution and people management skills.

The Community Redevelopment Agency Director will also have experience and skill in planning, organizing and refining operating procedures and reviewing work of city staff and contractors; effectively presenting programs and ideas; and exceptional communication skills, both written and verbal, to include internal team communications.

## COMPENSATION

The target entry salary range for this position is \$84,833 to \$127,250 DOQ. The city of Clearwater will provide the Community Redevelopment Agency Director with a highly competitive benefits package.

## HOW TO APPLY

Individuals interested in pursuing this career opportunity can apply online at [myclearwater.com](http://myclearwater.com).

Candidates are encouraged to submit resumes and the names and telephone numbers of three (3) professional references and submit with the application.

The position is open until filled. The first review of applications will be conducted the week of June 17, 2022 .

### CLEARWATER HUMAN RESOURCES DEPARTMENT

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Clearwater, FL 33756

Phone: (727) 562-4870

For more information, visit the city's website at [MyClearwater.com](http://MyClearwater.com).

Clearwater is an Affirmative Action/Equal Opportunity/ADA Employer.  
Under Florida Law, all resumes are subject to disclosure.

