

**CITY OF ORLANDO**  
invites applications for the position of:

**DDB/CRA Assistant Director**

---

<b>SALARY:</b>	\$42.45 - \$55.69 Hourly \$88,296.00 - \$115,835.20 Annually
<b>DEPARTMENT:</b>	Economic Development
<b>DIVISION:</b>	Community Redevelopment Agency
<b>OPENING DATE:</b>	08/27/22
<b>CLOSING DATE:</b>	Continuous
<b>DESCRIPTION:</b>	



**Who We Are**

Orlando, The City Beautiful

For most of Orlando's history we've been the place everyone wants to visit. Today, we're also the place where everyone wants to live and do business. List after list has Orlando as one of the fastest growing cities in America. We're transitioning from our role as the young upstart to a more mature, global city.

This didn't happen by accident. Together as a community, we developed a shared vision for our city focused on creating partnerships and we've transformed Orlando from a place that was packed with potential into a city on the rise.

Our vision ensures we are an inclusive, compassionate community that is generating jobs, becoming the most sustainable city in the nation, keeping our community safe, making it easier to get around, and increasing the quality of life. Together, we can continue realizing all our city's potential.

Come be part of our community with the City of Orlando.

**NATURE OF WORK:**

This position performs professional, administrative, and supervisory work assisting the Executive Director of Downtown Development Board in the development and implementation of operational policies and program objectives for the Downtown Development Board (DDB) and the Community Redevelopment Agency (CRA) division.

**EXAMPLES OF DUTIES:**

## MINIMUM REQUIREMENTS:

Bachelor's degree in Planning, Public Administration, Business Administration or related field and at least six (6) years of progressively responsible experience in public administration, one (1) of which must have been in a progressively responsible supervisor capacity **required**; or an equivalent combination of specifically related education, training, and experience.

## SUPPLEMENTAL INFORMATION:

### City of Orlando Benefits

---

Position #22-426  
DDB/CRA ASSISTANT DIRECTOR  
AS

[cassie.thompson@cityoforlando.net](mailto:cassie.thompson@cityoforlando.net)

---

## DDB/CRA Assistant Director Supplemental Questionnaire

- \* 1. A valid driver license from any state is required for this position. If you possess a Florida DL, enter the DL number (no dashes or spaces) and expiration date in the space provided. Please follow the format shown: Example: X123123121230 Exp 01/01/2022 If you possess a valid driver license from another state or country, enter OTHER STATE. If you do not possess a valid driver license at this time, enter NONE.
- \* 2. What is the highest level of education you have attained?
  - Less than high school
  - High school graduate or equivalent (GED)
  - Technical school completed
  - Some college (less than 60 semester credits)
  - Associate degree or equivalent (60 or more semester credits)
  - Bachelor degree (120 or more semester credits)
  - Master degree
  - Doctorate degree
- \* 3. Do you have a Bachelor's degree in Planning, Public Administration, Business Administration or related field?
  - Yes     No
- \* 4. How much **full-time** do you have in public administration? You **must include details** in your application or resume.
  - None
  - Some but less than two years

- Between two and four years
- Four years or more

\* 5. Do you have experience with community development or citizen boards?

- Yes
- No

\* 6. How much full-time supervisory work experience do you have in public administration?

- None
- Less than six months
- Between six months and one year
- Between one and two years
- Between two and three years
- Between three and four years
- More than four years

\* Required Question