



JOB ANNOUNCEMENT

FOR CONSIDERATION. ALL CANDIDATES MUST SUBMIT AN APPLICATION AND MEET THE MINIMUM REQUIREMENTS.

The City of Homestead is an equal employment opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, marital status, sexual orientation or preference, or veteran status or political affiliation.

CITY OF HOMESTEAD H.R., 100 CIVIC COURT, HOMESTEAD, FLORIDA 33030.

8:00 AM – 5:00 PM Monday – Friday

Office: (305) 224-4460

Fax: (305) 224-4479

Job Hotline: (305) 224-4474

ASSISTANT DIRECTOR – Community Redevelopment Agency

Position #: 405- 663

Grade: F

Salary: \$102,461.00 - \$133,199.00 Annually

FLSA: Exempt

- BS or BA degree in Economics, Urban Planning, Public Administration, Business Administration, Marketing, or a related field. Master's Degree desirable.
- Five (5) or more years of responsible work experience in public and/or private development or related field, with a majority of experience at a management level.
- Knowledge of the principles and practices of commercial and community development.
- Ability to communicate effectively and professionally with the public. Ability to develop, present and promote ideas orally and in writing to lay and professional groups.
- Knowledge of Microsoft PC software applications i.e., Microsoft Project, Word, Excel, PowerPoint, Access, etc.
- Knowledge of Federal, State, and local grant and loan funding sources and reporting requirements.
- The ability to interact effectively with supervisors, elected officials, other directors, subordinates, developers, and the general public.
- Must have strong communication skills.
- Must have a valid Florida Driver's license with a clean driving record.
- Must pass the background screening process.

Date Posted Internally:

Date Posted to Public: 11-7-2022

Date Closed Internally:

Date Closed to Public: 12-02-2022

Human Resources Director:

City Manager:

Date: 11/14/22

Date: 11/14/22

Inquiries concerning the Americans with Disabilities Act of 1990 and requests for reasonable accommodation should be directed to Human Resources Department at 100 Civic Court, Homestead, FL 33030 (305) 224-4460. Grievances will be handled in accordance with the procedure adopted by the City of Homestead and on file with the ADA Coordinator.

City of Homestead Position Description

Position Title: **ASSISTANT DIRECTOR
Community Redevelopment Agency**

Pay Grade: F **FLSA:** Exempt **Bargaining Unit:** Non-Bargaining

General Function:

Responsible for the planning and completion of commercial and real estate development and construction projects for the Community Redevelopment Agency (CRA) (20%). Principal staff assistant to CRA Director and City Manager's Office for special projects/activities of the CRA (50%). Responsible for the day-to-day operations of the office (30%). Work requires the use of considerable judgment, initiative, and professional knowledge and involves responsibility for making decisions.

The employee works under the general supervision of the Director of the CRA but work is performed with considerable independence in the overall operation.

Work is evaluated by observation of results obtained, reports, and conferences with supervisors.

Reports To:

Director of CRA

Supervisory Responsibilities:

Administrative Personnel

Essential Duties and Responsibilities:

- Project Management
 - Procures design, surveying, geotechnical, engineering, and other services.
 - Monitors design and construction document development.
 - Coordinates bid package development.
 - Ensures timely coordination and completion of development projects.
 - Ensures compliance with all Federal development regulations, as required by the funding source.
 - Ensures compliance with City purchasing procedures. Evaluates and records invoices, for compliance with contractual conditions. Prepares reimbursement requests.
 - Provides coordination and technical assistance specifically for joint public and private development projects.
 - Communicates with City officials, departments, and boards regarding development projects as directed by CRA Director.

- Principal Staff Assistant
 - Assists CRA Director and City Manager's Office in providing administrative, planning, and technical support service to the public as it relates to Community Redevelopment and Economic Development Programs.
- Day-to-Day Operation
 - Participates in the selection, training, evaluation, and discipline of personnel. Conducts and attends various meetings. Coordinates, supervises and/or carries out a program of citizen participation and education on planning-related issues within the City, other agencies, public and private, as well as City staff as it relates to CRA activities.
 - Acts as the administrative head of the department during absences of the department director; represents the department when needed in interagency liaison activities. Coordinates the preparation of the Community Redevelopment Agency annual budget.
 - Uses best management principles in working with higher management, peers, and subordinates.
 - Ensures compliance with County and State CRA regulations and submission of required reports and documentation.
 - Performs other assigned duties.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Qualifying individuals with disabilities may be provided reasonable accommodations to enable them to perform the essential functions.

Type of Appointment/Work hours:

- Full-time/Regular in-person position.
- Standard workweek, which is forty (40) hours of work per week usually consisting of five (5) days of eight (8) hours per day or four (4) days of ten (10) hours per day. The work day may be varied for the efficient delivery of public service.
- Will be required to work other than the standard workweek on occasion, including evenings, weekends, and/or holidays.
- Will be required to work occasional overtime or shift assignments, if applicable.

Physical and Environmental Demands or Conditions:

The physical and environmental demands for this position have been listed on the last page of this description. Physical and environmental demands must be met to successfully perform the essential duties and responsibilities of this position.

Requirements:

- BS or BA degree in Economics, Urban Planning, Public Administration, Business Administration, Marketing, or a related field. Master's Degree desirable.
- Five (5) or more years of responsible work experience in public and/or private development or related field, with a majority of experience at a management level.
- Knowledge of the principles and practices of commercial and community development.
- Ability to communicate effectively and professionally with the public. Ability to develop, present and promote ideas orally and in writing to lay and professional groups.
- Knowledge of Microsoft PC software applications i.e., Microsoft Project, Word, Excel, PowerPoint, Access, etc.
- Knowledge of Federal, State, and local grant and loan funding sources and reporting requirements.
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- Must pass the background screening process.

Core Competencies:

- Judgment - Sound decisions based on fact; uses logic to solve problems.
- Quality of Work - Performs work thoroughly, accurately, and professionally.
- Reliability - Timely and consistently completes assigned work; consistently reports to work and is punctual.
- Safety - Committed to ensuring a safe environment and complies with applicable safety standards.
- Technical Capability - Applies knowledge to identify issues and works to develop skills; demonstrates knowledge of techniques, skills, and equipment.

Work Authorization/Security Clearance:

- The employee must successfully pass a background screening process and comply with the City's Drug-Free Workplace policy.
- The City will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.

All of the above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.

A signature acknowledges that the employee understands the requirements (physical and otherwise) and essential duties and responsibilities of the position.

Employee Name: _____ **Date:** _____

Signature: _____

POSITION TITLE: Assistant Director of CRA

Physical and Environmental Demands or Conditions

WORKING CONDITIONS (Check all that apply)		NEVER	SOMETIMES	MONTHLY	WEEKLY	DAILY
1	Lift objects weighing up to 20 pounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Lift objects weighing 21 to 50 pounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Lift objects weighing 51 to 100 pounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Lift objects weighing more than 100 pounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Carry objects weighing up to 20 pounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Carry objects weighing 21 to 50 pounds.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Carry objects weighing 51 to 100 pounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Carry objects weighing more than 100 pounds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Standing up for one hour at a time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Standing up for two hours at a time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Standing for more that two hours at a time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Stooping and bending.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Walking at least .5 mile(s) per (see frequency).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Climb up and/or down stairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Operate and climb up and/or down a ladder.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Ability to reach and grasp objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Manual dexterity or fine motor skills.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Color vision - the ability to identify and distinguish colors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Ability to communicate orally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Ability to hear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21	Pushing or pulling carts or other such objects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Proofreading and checking documents for accuracy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23	Using a keyboard to enter and transform words or data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
24	Using a video display terminal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25	Working in a normal office environment with few physical discomforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
26	Working in and are that is somewhat uncomfortable due to drafts, noise, temperature variation, odors or the like.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Operating an automobile, van, truck, and/or other vehicle: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Ability to work a fluctuating work schedule based upon the need of the department.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Using repetitive motion to perform job duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>