

Job Title: Economic Development Administrator – (Community Redevelopment and Municipal Services) Open Competitive

Job ID: 84749
Entry Rate: \$73,796.31 Annually
Maximum Rate: \$126,992.90 Annually
Closing Date: 03/13/2024

Minimum Qualifications:

Bachelor's degree. A minimum of three years of professional experience to include assisting in developing, monitoring, or reviewing budgets or performing related fiscal or management analysis is required. Public sector economic development or community redevelopment agency experience is highly preferred.

Recruitment Notes:

This is a highly visible hands-on professional role, responsible for managing business relationships, promoting effective outreach, and executing economic development efforts for Community Redevelopment Agencies (CRAs). An incumbent is responsible for coordinating all aspects of budgeted CRA-funded projects in collaboration with corresponding municipal governments and Miami-Dade County departments.

This position may lend itself to Miami-Dade's Telecommuting Policy, which includes flexible work schedules and remote home working in those areas where such a policy is viable and meets the goals and objectives of the operations.

For step-by-step instructions on how to register and/or apply for a job select the following link:

<https://www.miamidade.gov/global/humanresources/jobs/home.page>. Those interested must submit an online application utilizing the County's INFORMS Recruitment System. It is extremely important to review and update personal information, education, work experience, and/or special licensing information to ensure your job application reflects the most current information.