



## **BOYNTON BEACH COMMUNITY REDEVELOPMENT AGENCY**

**TITLE: EXECUTIVE DIRECTOR**

**REPORTS TO: BBCRA BOARD**

**SALARY RANGE DEPENDING ON QUALIFICATIONS: \$140,000 - \$210,000**

### **GENERAL DUTIES:**

Position manages the day-to-day operations, for the Boynton Beach Community Redevelopment Agency (BBCRA). The Executive Director is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, BBCRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special business promotion activities as well as the management and maintenance of BBCRA-owned properties. The Position serves as a liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts. Advanced professional work is focused on revitalization and community enhancement within the BBCRA Districts through redevelopment, capital improvement, and branding.

### **EXAMPLES OF ESSENTIAL DUTIES:**

The examples as listed below are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude the BBCRA Board from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Carries out the policies established by the five-member BBCRA Board which oversees the redevelopment of the six BBCRA Districts.
- Oversees the day-to-day agency operations.
- Provides oversight and management of Federal/State Grant programs designed to assist with redevelopment goals within the BBCRA area.
- Provides comprehensive knowledge of redevelopment programs and their financing.
- Develops potential incentive packages, provides market assessments/impacts, and monitors development trends.

- Writes developer requests for proposals for the purpose of disposing of BBCRA land for redevelopment.
- Evaluates and drafts recommended updates and amendments to the BBCRA Plan.
- Attend training sessions and conferences pertaining to BBCRA operations.
- Prepares and manages annual BBCRA budget and compliance monitoring with F.S. Chapter 163 Part III
- Assists with the development of capital projects included in the 2016 Boynton Beach CRA Redevelopment Plan; tracks the economic impact of those projects on Redevelopment activities City-wide.
- Makes public presentations to the BBCRA Board, City Commission and other public/private organizations regarding BBCRA redevelopment, BBCRA business, initiatives, and focus.
- Acts as a technical advisor to the Community Redevelopment Agency Board (City Commission) and BBCRA Advisory Board.
- Prepares and manages BBCRA budget; identifies and accesses funding sources; maintains relationships with funding sources; administers contractual agreements with other governmental agencies.
- Oversees the management and administration of capital projects within the BBCRA districts.
- Promotes and disseminates information about BBCRA activities to stakeholders through media, print and social media; attends and conducts various meeting and presentations.
- Negotiates and administers contracts, incentives, developer agreements, and projects; administers same.
- Assist private developers and business owners with: site planning, zoning, platting, variances, incentives, and other regulatory issues associated with redevelopment and economic development in the BBCRA.
- Attends monthly BBCRA Board meetings and City commission meetings in order to keep abreast of activities and programs, and to provide information and/or answer questions as necessary.
- Represents the BBCRA at community meetings regarding BBCRA matters within the scope of the BBCRA activities.
- Oversees hiring of BBCRA employees, consultants, and experts as provided for in the annual budget
- Supervises BBCRA employees, consultants, and special projects.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of public and private financing and various debt financing mechanisms.
- Knowledge of professional services contracting, bidding procedures, and contract administration.
- Knowledge of the principles of budget administration and financial forecasting.
- Knowledge of business correspondence and report writing.
- Knowledge of the basic functions of Community Redevelopment Agencies.

- Knowledge and experience with Public-Private Partnership developer negotiations and agreements.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Knowledge of economic development trends and techniques and the functions, operations and relationships among local, state, and federal agencies related to redevelopment and housing policies.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to effectively analyze issues and problems and identify optimum solutions.
- Ability to plan, organize, and implement duties and responsibilities defined by desired outcomes and objectives.
- Ability to gain cooperation through discussions and persuasion.
- Ability to use good conflict resolution skills.
- Ability to manage complex problems with multiple stakeholders.
- Ability to interpret and apply the principles, practices, and procedures specified in Florida redevelopment law.
- Ability to interpret and apply applicable Federal, State, and local laws, rules, and regulations related to redevelopment programs.
- Ability to use Windows-based word processing, electronic mail, spreadsheet, and database software.
- An understanding of business attraction including lease negotiations in real estate.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, City officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of five (5) years' experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. Master's degree preferred. Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certifications are a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine.

**SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Please email all resumes to Vicki Hill, Finance Director [hillv@bbfl.us](mailto:hillv@bbfl.us)**