



The NW 7th Avenue Community Redevelopment Agency

## NW 7<sup>th</sup> Avenue Community Redevelopment Agency NW 79<sup>th</sup> Street Community Redevelopment Agency

### Contract Opportunity – Executive Director

POSTING DATE: 01/31/2025

CLOSING DATE: 02/21/2025

#### ESSENTIAL JOB DUTIES:

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

Responsible for managing the day-to-day operations of the NW 7<sup>th</sup> Avenue and the NW 79<sup>th</sup> Street Community Redevelopment Agencies and its boards to include:

- Carrying-out the policies established by the Board including planning, organizing, and administering the implementation of projects, grants, community development activities, and other related programs for the Agencies.
- Coordinating current and long-range planning, real estate, and lands activities; professional project management, business outreach activities, development of planning and economic programs; implementation of strategies to promote and support growth, expansion, and retention of businesses, and elimination of slum and blight within the NW 7<sup>th</sup> Avenue and NW 79<sup>th</sup> Street Corridor areas.
- Targeting code compliance violations.
- Coordinating and carrying out the tasks of the Community Redevelopment Plans and for completing technical work.
- Procuring and working with vendors, consulting teams ( i.e., Economic Developer and Grants Coordinator) and stakeholders to conduct research and prepare detailed studies on land use, zoning, conservation, housing, transportation, population, historic preservation, urban design, community redevelopment, and other areas of comprehensive planning activities.
- Planning, initiating, and directing programs and projects for the physical and economic improvement of the area, including all capital projects, outreach efforts, budgets, grant oversight, and board administration.
- Developing, researching, and maintaining public planning studies and programs that involve technical and creative responsibility.
- Administering and coordinating Board activities to include agenda preparation, and meetings coordination and attendance as needed.
- Managing social media sites for the agency as a tool for public community information.

#### QUALIFICATIONS

- Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Real Estate or a closely related field. Master's Degree preferred.
- Five (5) years of progressively responsible redevelopment experience in urban planning, or real estate development, or policy enforcement/ improvement, skills development, or project coordination, or economic development is required, including at least three (3) years of supervisory experience.
- Municipal government experience preferred.
- Florida Redevelopment Association certification is desirable but not required.

Submit resume, qualifications, and attachments **no later than 02/21/2025** to:

[umsacra@miamidade.gov](mailto:umsacra@miamidade.gov)

For additional information about the NW 7<sup>th</sup> Avenue and the NW 79<sup>th</sup> Street Community Redevelopment Agencies visit:

<https://www.miamidade.gov/global/management/community-redevelopment-agencies.page>