

Delray Beach CRA

Job Description Form

Location: 20 N. Swinton Avenue

Job title: Project Manager

Reports to:

Title: Assistant Director

Level/Grade:

\$65,000 - \$85,000

Type of position:

- Full-time
- Part-time
- Contractor
- Intern

Hours 40/week

- Exempt
- Nonexempt

General Description:

This is a highly responsible professional and detail-oriented position involving managing and coordinating a variety of projects, assisting the CRA in carrying out the CRA Redevelopment Plan, and related activities. The work involves communication and coordination between contractors, design consultants to meet construction schedules and contract deadlines, budgets, and design and construction standards. The position requires exercising considerable initiative and independent judgment.

Duties & Responsibilities:

- Assist in implementing the CRA's redevelopment objectives as outlined in the CRA Redevelopment Plan and other neighborhoods, as necessary.
- Manages and coordinates elements of the development review process for CRA projects in conjunction with appropriate City staff, City boards, contractors, public utilities, and other applicable agencies.
- Coordinates and/or manages multiple small to medium scope projects simultaneously in various phases of construction, contract administration, quality control, site inspections, and warranty administration.
- Reviews and verifies adequacy of pay requests and change orders, prepares status reports on construction in progress and makes appropriate comments and recommendations, escalate to management as needed.
- Maintains files and records.
- Prepares purchase orders.
- Drafts various notices related to projects.
- Verifies work performed and delivered (design, construction, etc.) is in compliance with contract requirements, CRA Funding Assistance requirements, and City standards, codes, and permit requirements.
- Assists with development of design/construction budget and schedule, and analysis of project costs.
- Assists with preparing reports, recommendations and agenda items.
- Assists with the procurement process and the preparation and coordination of solicitation packages – Invitation to Bid (ITB) Requests for Proposals (RFP), Request for Qualifications (RFQ).
- Other duties as assigned.

Education, Skills & Experience Requirements:

- Graduation from an accredited college or university with major coursework in Public Administration, Real Estate, Architecture, Engineering, Building Construction, or a comparable combination of education, training, and experience; and, minimum two (2) years of progressively responsible experience in managing, coordinating, and/or planning public or

commercial and construction projects, or equivalent combination of related training and experience.

- Governmental experience a plus.
- Ability to read and evaluate architectural and building construction plans.
- Knowledge of construction standards, principles, and practices associated with commercial and residential building design and construction.
- Knowledge of the principles of project management; ability to prepare and monitor project schedules.
- Ability to utilize computer software applications including word processing and spreadsheet programs. Experience with graphics, project management and drafting software a plus.
- Ability to interpret, research and apply regulatory material such as Land Development Regulations and building code requirements.
- Familiarity with CCNA, RFP/RFQ, and government procurement policies and procedures for professional services a plus.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple concurrent tasks and responsibilities.
- Ability to establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Must have a valid driver's license and reliable vehicle.

Approved by:

Title: Executive Director

revised 1/07/2025