



Job Title CRA Manager/ Assistant City Manager

Closing Date/Time Open until filled

Starting Salary 60K Annually

Job Type Full-Time

Location 3 N Summit St, Crescent City, Florida

Department Administration

Under the direct supervision of the City Manager, performs routine and complex responsible work coordinating the City's economic redevelopment activities and projects within the City, with a majority concentration on its Community Redevelopment Areas (CRA). This job has supervisory responsibilities as the Assistant City Manager (ACM)

Essential Job Functions:

- Attends CRA Board meetings, prepares, and distributes CRA agenda packages, provides information on programs.
- Attends City Commission meetings and makes presentations on behalf of the CRA Boards as required.
- Participates in meetings and public hearings to present information or facilitate discussion of the CRA and its various programs and responsibilities.
- Assists with identifying and assessing redevelopment projects to determine feasibility for priority status.
- Coordinate all present and future Economic Development Programs within the City. Future programs could include the Florida Main Street Program and the National Register of Historic Places.
- Project Management:
 - Monitors budgets for individual projects, and overall operating budget for entire program, and reports all expenses to CRA Board monthly.
 - Under the direction of the City Manager, implements projects including planning and design, funding, construction coordination, and bidding documents and procedures.
 - Coordinates with other City departments on projects, as necessary.
- Works with local, state, and federal agencies in developing funding programs for both development and redevelopment projects.

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- Interfaces with the local businesses, property owners, County Chamber of Commerce, and other related groups.
 - Develops public relations programs to generate interest and support for projects and makes public presentations as required.
 - Participates in interviewing and monitoring of consultants and contractors for projects.
 - Meets with citizens, businesses, homeowners, and other community groups as needed to assess needs and develop new projects.
 - Packages, markets, and identifies alternate financing for redevelopment projects with developers, lenders, and government agencies.
 - Coordinates efforts to amend the existing redevelopment plans as needed.
 - Collects and analyzes economic, demographic, land use, and other data as assigned.
 - Prepares and submits all required reports regarding issues, projects, and activities related to the Community Redevelopment Agency (CRA) areas and economic development.
 - Conduct field surveys, take photographs, and gather information for site plans or program research: prepare pictorials to be used for proposals.
 - May be required to work during a declared or undeclared emergency.
 - Performs other related job duties as assigned to include but not limited economic development activities.
 - Assumes full authority and responsibility for all City Manager functions during periods of absence, including oversight of municipal operations, personnel administration, budget management, policy execution, and emergency decision-making to ensure uninterrupted continuity of government services.
 - Performs other related duties as assigned or required to meet the goals and objectives of the City, including tasks that support executive-level management responsibilities and ensure continuity of operations.

NOTE: The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position or to reasonably accommodate individuals with disabilities.

Education and Experience:

- Bachelor's degree in Urban Planning, Business Administration, Public Administration, or related Field. Master's degree preferred.
- Experience with a Community Redevelopment Agency and with Tax Increment Financing Districts is preferred.
- Four (4) or more years' experience in planning and development, business/public administration, small business development, historic preservation, marketing, architectural design, economic development, neighborhood planning and visioning, and redevelopment projects.

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- Preferred economic development experience in a historic setting.
 - Can substitute education requirement with experience.
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Knowledge, Skills, and Abilities:

- Knowledge of State of Florida laws including but not limited to Community Redevelopment Act, economic development methods, techniques, and programs.
 - Basic knowledge of Florida planning and zoning process and procedures.
 - Knowledge of packaging, marketing, and financing development, and redevelopment projects.
 - Knowledge of annual budget preparation and monitoring.
 - Knowledge of various financial techniques available to fund projects, together with legal aspects of redevelopment.
 - Ability to organize and communicate with developers, lenders, and governmental agencies.
 - Ability to interface well with the Community Redevelopment Agency Board, downtown businesses, homeowners, County Chamber, and other related groups.
 - Ability to make public presentations.
 - Ability to maintain effective public relations with the community.
 - Ability to establish and maintain cooperative working relationships with city officials and employees, the public, and representatives of other agencies toward the accomplishment of assigned projects.
 - Ability to gain the trust and cooperation of others to effectively communicate concepts and ideas.
 - Ability to deal tactfully and courteously with the public and maintain composure in difficult and/or stressful situations.
 - Ability to work effectively with people of varying backgrounds, cultures, interests, educational, and experience levels.
 - Ability to organize technical data and material logically and conduct analysis regarding such data and material.
 - Ability to complete tasks in a timely manner, multi-task, organize workload, meet deadlines, follow-up and take tasks to completion.
 - Strong project management and organizational skills.
 - Self-starter, ability to initiate tasks and complete projects independently.
 - Computer literacy and proficiency with MS Office products.
 - Basic knowledge of ESRI GIS software a plus.
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Essential Physical Skills:

The work is generally sedentary and may require exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Additionally, the following physical abilities are required:

- Hearing: Ability to hear and understand at normal speaking levels with or without correction.
- Speaking / Talking: Ability to communicate clearly, accurately, and concisely through speech.
- Visual Acuity: Ability to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading, operating motor vehicles
- Dexterity: Primarily with fingers, as in picking, pinching, or typing.
- Mental Acuity: Ability to make rational decisions.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

Work Environment:

Work is performed in a dynamic environment that requires the ability to be sensitive to change and responsive to changing goals, priorities, and needs.

The job description does not constitute an employment agreement between the City and employee and is subject to change at any time by the City as the needs of the City and requirements of the job change.

The City of Crescent City is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.