File #: 18-0138 CRA, **Version:** 1

TO: **CRA Board of Commissioners**
FROM: **Jeff Costello, CRA Executive Director**
DATE: **October 9, 2018**

CRA ORGANIZATIONAL CHART AND STAFFING UPDATE

Recommended Action:

1. Amend the CRA staff structure as shown on the attached Organizational Chart.
2. Approve the job descriptions for the Project and Development Relations Manager and Executive Coordinator.
3. Authorize the CRA to hire additional full-time Project Managers, if needed.

Background:

Project and Development Relations Manager
At the September 11, 2018 CRA Board Meeting, the CRA Board directed CRA Staff to no longer provide administrative support to the West Atlantic Redevelopment Coalition, effective as of October 1, 2018. Thereafter, the West Atlantic Redevelopment Director position was re-classified and the new job title for the staff member who held the position was changed to Project and Development Relations Manager and the job duties have been amended accordingly.

Executive Coordinator
The CRA currently employs two (2) Administrative Assistants. Based on the current and anticipated projects that CRA will be responsible for managing, staff intends to re-classify an Administrative Assistant to an Executive Coordinator to provide additional project related support to the Executive Director, the Assistant Director, and CRA staff.

Update on Project Manager Position
The CRA is interviewing for the open Project Manager position as depicted in the Organizational Chart. Considering the development/construction related projects that the CRA is undertaking in Fiscal Year 2018-2019, there may be a need to hire additional Project Managers on a full-time basis. Staff has contacted its consultants on a continuing contract basis to obtain proposals for a project manager. This position would be under contract through the consulting firm (architect, landscape architect, engineer). Thus, this item is seeking authorization to hire additional full-time Project Managers, if needed.

The CRA Organizational Chart has been amended to reflect the adjustments described herein.

Attachment(s): Exhibit A - CRA Organizational Chart; Exhibit B - Job Descriptions

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

Funding is available from GL #8010 - Administration - Personnel and GL #8409 Administrative Operations - Contractual Services

Timing of Request:

N/A