

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job Title:

Project & Development Relations Manager

Location: Delray Beach

Reports to:

Title: CRA Assistant Director

Pay Range:
\$55,000 - \$85,000

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours: 40/week

- ☐ Nonexempt
- ☒ Exempt

General Description:

This is a highly responsible position performing a wide range of programmatic & development activities related the implementation of the Community Redevelopment Plan ("CRA Plan"). Work is performed under the direction of the CRA Assistant Director.

General Duties and Responsibilities

- Assist in implementing redevelopment objectives for the NW/SW Neighborhoods and West Atlantic Redevelopment Area, as outlined in the CRA Plan and other neighborhoods, as necessary.
- Manage various projects, including but not limited to general project management, preparing project status reports, monitoring project schedules, processing requests for payment/ purchase orders, and performing site visits.
- Perform contract monitoring activities to ensure compliance with the contractual requirements, such as community benefits, local job creation, and development project milestones, etc.
- Assist with advising on policies and projects based on interactions with community organizations.
- Aid in fostering effective working relationships with community stakeholders, local organizations, city staff and officials, etc., in order to develop cooperative public/community relations and increase understanding and visibility of CRA.
- Coordinate with the City, DDA, Chamber, and other entities in executing programs, incentives, and other activities to promote and support business development.
- Manage CRA property acquisition activities, including research and identifying properties, working with property owners, real estate agents, and legal counsel to negotiate offers and order appraisals.
- Assist with implementation of CRA/City housing initiatives.
- Assist with providing relocation services for businesses and residents, as needed.
- Other duties as assigned.

Education, Skills & Experience Requirements

- BS or BA Degree in business, public administration, urban studies, economics, planning or similar field.
- Minimum 5 years related work experience
- Ability to work independently and as part of a team
- Excellent organizational and project management skills
- Excellent communication skills - ability to prepare and present professional oral and written reports and recommendations following necessary research and investigation.
- Experience with nonprofit organizations or public agencies preferred, including administration, marketing and development
- Ability to establish and maintain effective relationships with people of diverse economic, ethnic and educational backgrounds
- Ability to operate standard office equipment including a personal computer using program applications appropriate to assigned duties.

Approved by: Jeff Costello
Title: CRA Executive Director

10/01/18

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Executive Coordinator

Location: 20 N. Swinton Ave, Delray Beach

Reports to:
Title: CRA Assistant Director

Level/Grade:

Pay Range:
\$45,000-\$65,000

Type of position:

- ☒ Full-time
- ☐ Part-time
- ☐ Contractor
- ☐ Intern

Hours: 40/week

- ☒ Exempt
- ☐ Nonexempt

General Description:

This responsible, detail-oriented position involves performing a broad range of functions to assist the Executive Director and Assistant Director in implementing the Community Redevelopment Plan and related activities. This position also performs CRA Board liaison functions and various tasks as assigned.

Duties & Responsibilities:

- Provides administrative assistance and project support to the Executive Director and Assistant Director.
- Keeps appointment calendars, schedules appointments and travel arrangements on behalf of the Executive Director and Assistant Director.
- Provides assistance on CRA projects, property management, and real estate transactions including solicitation of bids and proposals, contract oversight and related paperwork.
- Implements and executes State regulated Records Management and Retention Program.
- Performs records and file management functions (paper and electronic).
- Acts as CRA Board Liaison, prepares CRA Board Meeting schedule, prepares CRA board Meeting agenda and related paperwork, attends CRA Board Meetings and Workshops, transcribes recorded minutes, and notarizes documents.
- Coordinates and updates CRA Disaster Preparedness Program.
- Types using PC-based word processing software and processes letters, forms, reports, schedules and related paperwork.
- Manage special projects as assigned.
- Provides Florida State Notary Public functions.
- Other duties as assigned.

Education, Skills & Experience Requirements:

- 2 years of college experience along with a minimum of three (3) years of general clerical experience or equivalent based on experience.
- Knowledge of governmental procedures and operations.
- Ability to prepare and monitor project schedule.
- Ability to communicate well both orally and in writing.
- Ability to keep track of and manage multiple tasks.
- Knowledge of MS Office Systems.
- Ability to type with speed and accuracy.
- Ability to communicate well, both orally and written.
- Ability to handle multiple concurrent tasks and responsibilities.
- Must be self-motivated and proactive.

Approved by:

Title: CRA Executive Director

Updated 10/9/18

Delray Beach CRA

Job Description Form

Division/Department:

Location: 20 N. Swinton Avenue

Job title: Project Manager - Development

Reports to:

Title: Assistant Director

Level/Grade:

\$58,200 - \$90,000

Type of position:

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

Hours 40/week

☒ Exempt

☐ Nonexempt

General Description:

This is professional and technical position involving planning, managing and coordinating a variety of redevelopment projects. Performs day to day communication and coordination between contractor and architect/engineer for completion of construction projects to meet deadlines, monitors budget and established construction standards. Work also involves coordination of the planning, design, and construction of residential, commercial, and public use projects from inception to completion. Work is performed exercising considerable initiative and independent judgment in formulating timelines, budgets, and contracts. The position involves extensive contact with the development and business community, City staff and government officials, various other agencies, citizen groups, advisory boards and others.

Duties & Responsibilities:

- Coordinates and/or manages multiple projects simultaneously in various phases of construction, contract administration, quality control, inspection and warranty administration.
- Manages project design and construction consulting contracts.
- Manages and coordinates elements of the development review process for CRA projects in conjunction with appropriate City Departments, contractors, boards and other applicable agencies.
- Oversees project construction, reviews and verifies adequacy of pay requests and change orders, prepares reports on construction in progress and makes appropriate comments and recommendations.
- Verifies work is in compliance with contract requirements and City standards, codes, and permit requirements.
- Assist with the procurement of construction services and contractors for new construction and renovations.
- Responsible for construction budget and schedule and analysis of project costs;
- Responsible for close-out of projects.
- Prepares reports and recommendations for supervisors and boards.
- Prepares and coordinates bid packages and Requests for Proposals (RFPs).
- Coordinates development projects and permitting process with municipalities and regulatory agencies for compliance with standards, regulations and conditions of development.
- Reviews and comments on development proposals for privately initiated projects in the CRA area, including site plans, landscape plans, elevations, rezonings, and similar technical documents.
- Serves as staff liaison to inter-governmental officials, consultants, architects, real estate community, contractors, citizen advisory boards and neighborhood based groups, as assigned
- Assists private development projects in CRA district as needed; resolve problems to facilitate a smooth and timely completion.
- Other duties as assigned.

Education, Skills & Experience Requirements:

- Graduation from an accredited college or university with major coursework in Architecture, Urban Planning, Civil Engineering, Building Construction, or related field.
- Minimum seven (7) years of progressively responsible experience in public or commercial planning and construction projects, or equivalent combination of related training and experience.
- Governmental experience and certification as a Standard Plans Examiner or Inspector, or licensed general contractor, a plus.
- Thorough knowledge of construction standards, principles and practices associated with building design, and construction project management.
- Ability to read and evaluate architectural and building construction plans.
- 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.
- Knowledge of CCNA, RFP/RFQ, and government procurement policies and procedures for professional services.
- Ability to establish and maintain effective working relationships with consultants, developers, contractors, regulatory agencies, users and the public.
- Ability to interpret, research and apply regulatory material such as Land Development Regulations and building code requirements.
- Ability to communicate effectively both orally and in writing.
- Ability to handle multiple concurrent tasks and responsibilities.
- Familiarity with Delray Beach Land Development Regulations a plus.
- Negotiating and problem solving skills.
- Detail-oriented.

Reviewed by:**Title: Executive Director****Approved by:****Title: Executive Director****Date posted:****Date hired:**