



## Cover Memorandum/Staff Report

**File #:** 18-0340 CRA

**Agenda Date:** 5/14/2019

**Item #:**

**TO:** CRA Board of Commissioners  
**FROM:** Jeff Costello, CRA Executive Director  
**DATE:** May 14, 2019

CRA ORGANIZATIONAL CHART

**Recommended Action:**

1. Amend the CRA staff structure as shown on the attached Organizational Chart.
2. Approve the job descriptions for the Executive Coordinator and Grant Manager.

**Background:**

The current CRA organizational structure (attached) was approved by the CRA Board on November 13, 2018. Presently, the Communications & Public Relations Coordinator position and the Project & Development Relations Manager position are vacant.

At this time, the Staff seeks to remove the two above referenced positions and add the following two positions:

**GRANTS MANAGER:**

The CRA conducted an Organizational Audit and Workload Analysis in 2017 that identified the need for a Grants Manager to assist the Finance & Operations Director administer and oversee grants and the A-GUIDE program. CRA Staff created the attached Job Description which reports to the Finance & Operations Director and responsibilities include:

- 1) Administering the A-GUIDE grant program including program compliance monitoring
- 2) Administering and processing payments of other CRA grants after the board awards the grants
- 3) Seeking and writing grants to leverage CRA funds.

This position will also be able to provide assistance and monitor compliance with other CRA grant programs and relieve Economic Development staff of those duties as they work to implementation of new economic development initiatives and programs, including the City's Business Navigator Program.

**EXECUTIVE COORDINATOR:**

CRA Staff seeks to hire a second Executive Coordinator to support the Executive Director, Assistant Director, and assist with project related needs as assigned. This position will also assist with communication and public relations tasks.

The proposed job descriptions for the new position of Grants Manager and the second Executive Coordinator are attached. Given the CRA's workload and administrative needs, the inclusion of these positions will improve the overall efficiencies for the Agency. The positions will also provide support as it relates to the new reporting requirements associated with the recent CRA legislation.

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

**Timing of Request:**

N/A