



## Legislation Text

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File #: 18-0174 CRA, Version: 1

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**TO: CRA Board of Commissioners**  
**FROM: Jeff Costello, CRA Executive Director**  
**DATE: November 13, 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 Arts Warehouse Director and Finance & Operations Director.

**Background:**

The CRA's current staff structure includes an Arts Warehouse Manager who oversees the operations and programming of the Arts Warehouse, 15,000 square foot facility owned by the CRA. The proposed amendment to the Organizational Chart seeks to re-classify this position as the Arts Warehouse Director due to the high level of responsibilities encompassed in this position. The salary range is also being adjusted to reflect this change from a Manager position to a Director position. This range is consistent with similar facilities in the South Florida area, such as Bakehouse (Miami) and Artserve (Ft. Lauderdale), Art & Culture Center (Hollywood), and Arts and Culture Center (Miami).

Also, the CRA seeks to amend the job description of the Finance & Operations Director to adjust the salary range of this position to be consistent with a CRA of similar size such as Boynton Beach.

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