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CITY OF PALMETTO POSITION DESCRIPTION

TITLE: COMMUNITY REDEVELOPMENT ADVISORY BOARD (CRAAB) MEMBER

FUNCTION:

This is a policy recommendation board position related to the successful performance of the Community Redevelopment Agency.

SUPERVISION RECEIVED:

The individual will work under the direction of the CRA Presiding Officer/Mayor of Palmetto..

SUPERVISION EXCERCISED:

This position, in conjunction with the other CRAAB members, will make recommendations to the CRA Board of Directors regarding policy, budget, and other matters as requested by the CRA Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Serve in an advisory capacity to the Community Redevelopment Agency with respect to the following matters to be considered by the Community Redevelopment Agency:

1. Review the five (5) year redevelopment capital improvement program and provide advice and recommendations to the Community Redevelopment Agency on the work program.
2. Discuss and offer proposed changes and amendments to the work program to the Community Redevelopment Agency.
3. Originate ideas and provide recommendations on feasible projects within the redevelopment areas to the Community Redevelopment Agency.
4. Review the budget of the Agency and make recommendations as to prioritization and funding of Agency projects and programs for the next fiscal year.
5. Offer recommendations on projects and programs for the upcoming fiscal period prior to the preparation of the next year's annual redevelopment improvement program; and
6. Assist the community redevelopment agency as requested.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Serve in an advisory capacity related to, but limited to the following:

Programs:

Make recommendations on the instigation, intent, amendment, review of Agency program policies. Review of applications fall within the responsibility of the CRA Board of Directors.

Projects:

Make recommendations on the instigation, intent, amendment, review of Agency projects, to include conceptual design and/or budget estimates. Upon the CRAAB conceptual recommendation, the project will be forwarded to the CRA Board.

Budget

Recommend the annual budget to the CRA Board.

PERIPHERAL DUTIES:

Attend and participate in functions related to the capacity of the CRAAB, in order to gain a more in-depth understanding of the Agency and its mission.

DESIRED MINIMUM QUALIFICATIONS:

A person may be appointed as member of the board if he or she resides or is engaged in business, which means owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the agency, which shall be coterminous with the area of operation of the City.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Ability to research information regarding the community, the CRA and the City.
2. Ability to communicate effectively, both verbally and in writing.
3. Ability to establish and maintain effective working relationships with co-members, City employees, consultants, developers and the general public.

EQUIPMENT USED:

Participation may involve software, personal computers, calculators and word processing.

PHYSICAL DEMANDS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis and up to 40 pounds occasionally with routine keyboard operations, operation and some job duties may be performed in an office environment while other duties will require field work at various outdoor job sites.

ENVIRONMENT:

Participation risks exposure to no significant environmental hazards. Infrequent site visits may bring occasional exposure to extreme noise levels, dust pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors.

SELECTION GUIDELINES:

In filling vacancies occurring in membership, the city commission shall fill such vacancies within sixty (60) days. Any person appointed by the city commission to fill a vacancy shall serve for the unexpired term of the original appointment. Members of the Community Redevelopment Advisory Board may be removed by majority vote of the city commission, in the event that the city commission determines that such action is in the best interest of the city.