

**TAB 11**

**CITY OF PALMETTO  
POSTION DESCRIPTION**

**TITLE:** COMMUNITY REDEVELOPMENT AGENCY ~~ADMINISTRATOR~~,  
**DIVISION:** ADMINISTRATION      **GRADE:** 122S  
**DEPARTMENT:** COMMUNITY REDEVELOPMENT      **EXEMPT**

**Deleted:** EXECUTIVE DIRECTOR

**FUNCTION:**

Under the oversight of the Community Redevelopment Agency (CRA) Board of Directors this highly responsible administrative and technical position directs the overall City of Palmetto CRA mission.

**SUPERVISION RECEIVED:**

Receives direction from Florida Statute 163.3 and oversight from the Community Redevelopment Agency Board of Directors via the Community Redevelopment Plan and the Community Redevelopment Strategic Plan.

**SUPERVISION EXERCISED:**

Supervises Community Redevelopment Agency staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Modifies and implements the Community Redevelopment Plan and Strategic Plan.

**PERIPHERAL DUTIES:**

Attend all CRA Board of Directors meetings, CRA Advisory Board meetings and related CRA public hearings.

**MINIMUM ENTRY REQUIREMENTS:**

Bachelor's degree in Public Administration, Urban Planning, ~~Business~~ or related field of study from an accredited learning institution and at least five years experience in municipal administration and/or administration of land use planning and/or municipal development or re-development services.

*Municipal administration* includes budgeting, staff management and project management.

*Land use planning* includes zoning and/or future land use management.

*Development services* includes ~~economic development~~, building, zoning and/or code enforcement management

*Re-development services* includes Community Redevelopment Agency

Preference ~~may~~ be given for any of the following:

- A Master's Degree in Public Administration (MPA), ~~Urban Planning, or Business~~ from an accredited learning institution.
- A current Florida State licensure in Building Code Administration
- A current AICP accreditation

**Deleted:** will

**Deleted:** or

- A national or state certification in code enforcement administration (ACE or FACE)

Deleted: (Level 3)

#### **Required Knowledge, skills and abilities**

- Public budgeting
- Public staffing and management
- Public strategic planning
- Public redevelopment
- Public planning (zoning, future land use and annexation)
- Project management
- GIS and data management (comparative, spatial and temporal statistical analysis)
- Knowledge of historic preservation as it relates to development and Florida building requirements
- Florida Building Code
- Florida code enforcement
- Superior analytical, oral and written communication skills
- Must be able to successfully present information to various groups
- Government meeting facilitation
- Knowledge of municipal governmental activities such as law enforcement, utilities and other public works endeavors and grants writing.

#### **SPECIAL REQUIREMENTS:**

Must possess valid Florida driver's license.

#### **TOOLS AND EQUIPMENT USED:**

Computers, printers, copiers, scanners, fax machines, calculator, telephone and all other related office equipment.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk, see and hear. The employee is occasionally required to walk, sit, stoop, and kneel .

The employee must occasionally lift and or move up to 15 pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, , peripheral vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may



be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office environment. The noise level is moderately quiet. The employee is exposed to the risk of electrical shock.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, reference check and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approved: \_\_\_\_\_  
CRA Board Chairman

Approved: \_\_\_\_\_  
Human Resources

Revised 2009

**CITY OF PALMETTO**

**POSTION DESCRIPTION**

**TITLE: COMMUNITY REDEVELOPMENT AGENCY EXECUTIVE DIRECTOR**

**DIVISION: ADMINISTRATION**

**GRADE: 122S**

**DEPARTMENT: COMMUNITY REDEVELOPMENT**

**EXEMPT**

**FUNCTION:**

Under direction of the Board of Directors of the Community Redevelopment Agency (CRA), highly responsible administrative and technical position in directing the overall activities of the City of Palmetto CRA.

**SUPERVISION RECEIVED:**

Receives direction from the Mayor and the Community Redevelopment Agency Board of Directors.

**SUPERVISION EXERCISED:**

Supervises the Administrative Assistant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Coordinate implementation of the Community Redevelopment Plan.

Promote and market the Enterprise Zone, assist employers in obtaining Enterprise Zone credits and handle all Enterprise Zone reporting.

Coordinate all grant activities of the CRA.

Will implement a Commercial Revitalization Program which will include but not be limited to:

Establish a Merchants Association.

Hold seminars for business owners on subjects of interest such as window display, facade improvements, merchandising and marketing techniques.

Provide technical assistance for businesses.

Edit business newsletter-type publication.

Works with the Association, define a shared vision of the City and work to implement that vision.

Perform market analysis.

Work with the Association to develop an economic theme.

Assemble focus groups of customers.

Work with the CRA's advertising consultant to develop a marketing campaign.

Assist businesses with preparation of loan applications.

Aggressively seek potential developers for vacant commercial and industrial property within the CRA area.

Work with and advise the CRA's advertising consultant on all projects.

**PERIPHERAL DUTIES:**

Attend all CRA Board of Directors meetings and public hearings.

**MINIMUM ENTRY REQUIREMENTS:**

Bachelor's degree and three years experience in community development. Grant writing experience helpful.

**Required Knowledge, skills and abilities**

Experience in downtown and economic development.

Experience in writing, receiving and administering grants.

Ability to research funding sources.

Knowledge of community redevelopment, historic preservation, and housing.

Ability to perform market analysis and develop business plans.

Superior analytical skills, good oral and written communication skills.

Must be able to make presentations to various groups.

Must have management and financial skills.

**SPECIAL REQUIREMENTS:**

Must possess valid Florida driver's license.

**TOOLS AND EQUIPMENT USED:**

Computers, printers, copiers, scanners, fax machines, calculator, telephone and all other related office equipment.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description dose not constitutes an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the

requirements of the job change.

Approved: \_\_\_\_\_  
CRA Board Chairman

Approved: \_\_\_\_\_  
Human Resources

Approved by CRA January 25, 1993



Schedule with no COLA Increase  
SO designation = Sworn Officers at 2236 hours per year

CITY OF PALMETTO  
GRADE AND STEP SALARY SCHEDULE WITH NO COLA FOR 2010  
As Approved by City Commission for FY2009 - 2010 and adjusted yearly by CPI

POSITION TITLE	PAY GRADE	ENTRY LEVEL	MINIMUM	MAXIMUM	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14
Account Clerk	105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
Accountant	110	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
Administrative Assistant	108	31,671	31,671	47,517	32,603	33,561	34,548	35,563	36,609	37,685	38,793	39,934	41,108	42,316	43,561	44,841	46,160	47,517
Building Official	120	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
CADD/Computer Support Specialist	109	33,255	33,255	49,892	34,232	35,239	36,275	37,341	38,439	39,569	40,732	41,930	43,163	44,432	45,738	47,083	48,467	49,892
Chief of Police	122S	73,230	73,230	94,063	75,896	78,660	81,524	84,492	87,569	90,757	94,063							
City Clerk	122S	73,230	73,230	94,063	75,896	78,660	81,524	84,492	87,569	90,757	94,063							
Code Enforcement Director	112	38,496	38,496	57,756	39,628	40,793	41,993	43,227	44,498	45,806	47,153	48,539	49,966	51,435	52,947	54,504	56,107	57,756
Code Enforcement Officer	109	33,255	33,255	49,892	34,232	35,239	36,275	37,341	38,439	39,569	40,732	41,930	43,163	44,432	45,738	47,083	48,467	49,892
Corporal	111SO	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
CRA Director	122S	73,230	73,230	94,063	75,896	78,660	81,524	84,492	87,569	90,757	94,063							
Customer Service Field	103	24,815	24,815	37,230	25,545	26,296	27,069	27,865	28,684	29,527	30,395	31,289	32,209	33,156	34,130	35,134	36,167	37,230
Customer Service Representative I	103	24,815	24,815	37,230	25,545	26,296	27,069	27,865	28,684	29,527	30,395	31,289	32,209	33,156	34,130	35,134	36,167	37,230
Customer Service Representative II	105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
Customer Service Supervisor	112	38,496	38,496	57,756	39,628	40,793	41,993	43,227	44,498	45,806	47,153	48,539	49,966	51,435	52,947	54,504	56,107	57,756
Deputy Building Official	114	42,442	42,442	63,675	43,690	44,974	46,298	47,657	49,058	50,501	51,986	53,514	55,087	56,707	58,374	60,090	61,857	63,675
Deputy Chief of Police	118S	64,339	64,339	77,383	66,057	67,821	69,632	71,491	73,400	75,360	77,383							
Deputy Clerk - Administration	112	38,496	38,496	57,756	39,628	40,793	41,993	43,227	44,498	45,806	47,153	48,539	49,966	51,435	52,947	54,504	56,107	57,756
Deputy Clerk - Finance	112	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
Deputy Director of Administration	112	38,496	38,496	57,756	39,628	40,793	41,993	43,227	44,498	45,806	47,153	48,539	49,966	51,435	52,947	54,504	56,107	57,756
Deputy Director of Operations	120	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
Deputy Director Parks & Public Buildings	120	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
Deputy Director Project Mgmt & Engineering	120	56,877	56,877	85,333	58,549	60,271	62,043	63,867	65,744	67,677	69,667	71,715	73,824	75,994	78,228	80,528	82,896	85,333
Dispatch Supervisor	108	31,671	31,671	47,517	32,603	33,561	34,548	35,563	36,609	37,685	38,793	39,934	41,108	42,316	43,561	44,841	46,160	47,517
Dispatcher I	105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
Dispatcher II	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Engineering Supervisor	108	31,671	31,671	47,517	32,603	33,561	34,548	35,563	36,609	37,685	38,793	39,934	41,108	42,316	43,561	44,841	46,160	47,517
Engineering Mechanic I	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Equipment Mechanic II	110	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
Evidence Custodian	109	33,255	33,255	49,892	34,232	35,239	36,275	37,341	38,439	39,569	40,732	41,930	43,163	44,432	45,738	47,083	48,467	49,892
Executive Administrative Assistant	110	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
Facility Coordinator	111	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
Fleet Maintenance Supervisor	113	40,421	40,421	60,644	41,610	42,833	44,092	45,389	46,723	48,097	49,511	50,967	52,465	54,007	55,595	57,230	58,912	60,644
Foreman	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Foremen - Utilities	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Human Resources Director	116	46,793	46,793	70,203	48,169	49,555	51,043	52,543	54,088	55,678	57,315	59,000	60,735	62,520	64,359	66,251	68,198	70,203
IT Specialist	111	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
Maintenance Technician	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Operator, Equipment	106	28,727	28,727	43,099	29,572	30,441	31,336	32,257	33,206	34,182	35,187	36,221	37,286	38,382	39,511	40,672	41,868	43,099
Planning Technician	105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
Police Lieutenant	115S	55,705	55,705	66,852	57,176	58,685	60,235	61,825	63,457	65,132	66,852							
Police Officer	110SO	34,918	34,918	52,387	35,944	37,001	38,089	39,209	40,362	41,548	42,770	44,027	45,321	46,654	48,026	49,438	50,891	52,387
Police Sergeant	113SO	40,421	40,421	60,644	41,610	42,833	44,092	45,389	46,723	48,097	49,511	50,967	52,465	54,007	55,595	57,230	58,912	60,644
Project Inspector	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Public Works Director	122S	73,230	73,230	94,063	75,896	78,660	81,524	84,492	87,569	90,757	94,063							
Purchasing Agent	111	36,663	36,663	55,006	37,741	38,851	39,993	41,169	42,379	43,625	44,908	46,228	47,587	48,986	50,426	51,909	53,435	55,006
Records Clerk	105	27,359	27,359	41,047	28,164	28,992	29,844	30,721	31,625	32,554	33,511	34,497	35,511	36,555	37,630	38,736	39,875	41,047
Records Clerk II	107	30,163	30,163	45,253	31,050	31,963	32,902	33,870	34,865	35,890	36,946	38,032	39,150	40,301	41,486	42,706	43,961	45,254
Risk Manager/Safety Director	115	44,565	44,565	66,861	45,875	47,224	48,612	50,041	51,513	53,027	54,586	56,191	57,843	59,543	61,294	63,096	64,951	66,861
Service Worker I	103	24,815	24,815	37,230	25,545	26,296	27,069	27,865	28,684	29,527	30,395	31,289	32,209	33,156	34,130	35,134	36,167	37,230