

TAB 18

**CITY OF PALMETTO
POSITION DESCRIPTION**

**TITLE: COMMUNITY REDEVELOPMENT AGENCY ADMINISTRATOR
~~EXECUTIVE DIRECTOR~~**

**DIVISION: ADMINISTRATION GRADE: 122S
DEPARTMENT: COMMUNITY REDEVELOPMENT EXEMPT**

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:

The CRA administrator is appointed by the Mayor and shall be confirmed by the City Commission.

The CRA administrator shall report to the Mayor and be guided by ~~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~~ will be given for any of the following:

- A Master's Degree in Public Administration (MPA), ~~or~~ Urban Planning, or Business from an accredited learning institution.
- A current Florida State licensure in Building Code Administration
- A current AICP accreditation
- A national or state certification in code enforcement administration (ACE or FACE (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 or be eligible to secure a 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: _____

Approved: _____

~~- Mayor CRA Board Chairman~~

Resources

Human

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