

TAB 1

**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 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: \_\_\_\_\_ Approved:  
| \_\_\_\_\_ - ~~Mayor~~CRA Board Chairman \_\_\_\_\_ 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.

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 .

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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	108	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	38,486	38,486	57,766	39,628	40,793	42,069	43,457	44,968	46,506	48,077	49,683	51,325	53,004	54,722	56,480	58,278	60,117
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	113SO	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	38,486	38,486	57,766	39,628	40,793	42,069	43,457	44,968	46,506	48,077	49,683	51,325	53,004	54,722	56,480	58,278	60,117
Deputy Building Official	114	42,442	42,442	63,675	43,690	44,974	46,296	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	38,486	38,486	57,766	39,628	40,793	42,069	43,457	44,968	46,506	48,077	49,683	51,325	53,004	54,722	56,480	58,278	60,117
Deputy Clerk - Finance	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 of Administration	112	38,486	38,486	57,766	39,628	40,793	42,069	43,457	44,968	46,506	48,077	49,683	51,325	53,004	54,722	56,480	58,278	60,117
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
Equipment 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	49,585	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	43,039	30,441	31,366	32,327	33,325	34,362	35,441	36,561	37,721	38,921	40,161	41,441	42,762	44,123	45,484
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



- Interacts effectively with elected officials, other directors, subordinates, developers, and the general public through the City Manager or designee.
- Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsible for planning, assigning, and directing work; appraising performance of subordinate employees, addressing complaints, resolving problems, and recommending disciplinary action.
- Perform other duties that may be assigned by the City Manager and the CRA Board (HERO).

**Requirements:**

- Bachelor's degree in Business Administration, Public Administration or related area required. Master's Degree preferred. Public sector experience is desirable.
- Experience in project management, finance, budgeting, cost control, real estate, infrastructure and some planning.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of computer software applications, i.e. word-processing, spreadsheet, database, etc. is required.
- Must have a strong leadership, administrative, consensus-building, listening, public relations, communications and problem-solving skills.
- Possess impressive presentation skills and is assertive and self motivated.
- Possess a valid State of Florida driver's license and a clean driving record.
- Must pass a background check and a drug test in compliance with the City's Drug Free Workplace Policy.

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** CRA COORDINATOR

**Department:** City Manager

**Division:** Community Redevelopment Agency

**Job Code:** 3043

**Grade:** S22

**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the City Manager or designee, this is a highly professional and administrative position responsible for City Community Redevelopment Area projects. Incumbent is responsible for the carrying out of the Community Redevelopment Agency (CRA) plan including formulating, coordinating, monitoring and reporting the progress of various projects. Responsible for working with the City Manager on various administrative duties relative to the CRA. An employee in this class exercises independent judgment and acts as the City's CRA liaison with community groups, residents, business owners, investors, and the media. Duties may include direction and supervision of support staff, as required. Work is reviewed through written reports, conferences and observations, for adherence to established policies, laws, regulations, departmental rules and in achieving established goals.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Responsible for the CRA program including operating and capital budget documentation.
2. Formulates, coordinates and monitors progress of CRA division projects.
3. Prepares and presents reports and programs to the CRA boards and City Commission.
4. Represents the City providing professional overview at CRA meetings. Acts as liaison with Community leaders and groups.
5. Researches and submits CRA grant awards; assists in acquisition and maintains CRA bond instruments.

6. Monitors and provides updates of CRA five-year capital plan; prepares and recommends CRA annual report including state mandated documentation.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

#### **REQUIREMENTS**

##### **A. Training and Experience:**

Bachelor's degree from an accredited college in public or business administration or related field and five years project management or professional planning, or management experience including supervisory background; or equivalent combination of successful technical training and professional planning experiences or community management.

Must possess a valid Florida Driver's license.

##### **B. Knowledge, Abilities, and Skills:**

Knowledge of effective project management techniques.

Knowledge of modern principles and practices of community development and redevelopment planning, modern urban and environmental planning.

Knowledge of land economics, real estate, urban design and other related subjects as applied to community development.

Knowledgeable in budget preparation, research, reporting and related tasks.

Knowledge of laws, ordinances and codes relating to land use plans.

Knowledge of comprehensive plan, land development regulations, and city ordinances.

**CRA Coordinator Community Redevelopment Agency - continued**

Ability to establish and implement programs while working independently and in a team environment.

Ability to work professionally and tactfully with department officials, the general public, community leaders and regulatory agencies.

Ability to communicate effectively, orally and in writing.

Ability to read, understand and interpret site/floor plans and/or legislative regulatory requirements communicating effectively with staff and the general public.

Ability to analyze, review and prepare various materials making sound decisions and reports.

Ability to supervise and assist employees with job duties.

Skill in the use of various types of equipment and tools such as computers, printers, calculators, and other equipment and tools.

Skill in computer usage including software programs, spreadsheets, and data base for statistical reporting.

**C. Physical Requirements:**

Task is essentially sedentary with frequent walking, standing, bending, pulling, pushing, reaching, stooping, and moderate lifting (30 pound) items; with standard dexterity in the use of fingers, limbs or body in the operation of office tools and equipment. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires depth perception and discrimination.

CRA Coordinator Community Redevelopment Agency - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

**CITY OF NEW SMYRNA BEACH GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>CRA EXECUTIVE DIRECTOR</b>	<b>JOB CODE: 7052</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY REDEVELOPMENT AGENCY</b>	<b>DATE: 07/08</b>
<b>REPORTS TO:</b>	<b>CITY MANAGER</b>	

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**JOB SUMMARY:**

This is very responsible administrative and professional work in directing and monitoring the various phases of the down town redevelopment agreement and fiscal activities associated with the development and revitalization of the Redevelopment District. Performs managerial and strategic work in the areas of redevelopment including streetscape, real estate acquisition and disposition, and Community Redevelopment Agency projects.

Duties also includes strategic planning, coordinating and expediting the development review process with various City departments and other committees, agencies or associations impacted by redevelopment activities and the determination and securing of available State and Federal development grants to aid in financing the projects. Work requires the exercise of considerable independence and judgment and the application of tact and diplomacy in dealing with other agencies, committees, associations and the public.

**ESSENTIAL JOB FUNCTIONS:**

Promotes and facilitates the progress of the Community Redevelopment Agency (CRA) projects by researching background information, preparing written materials such as project timelines and budgets, and coordinating necessary meetings and activities with Community Redevelopment Agency, consultants, contractors, other City departments and outside governmental agencies.

Proposes capital programs and budgets. Manages the department and oversees work plans and budgets. Establishes priorities and staff assignments. Develops and implements programs to recruit and expand local business and industry, create jobs, and increase the wealth of the community. Supervises and administers daily functions of the Community Redevelopment Agency.

Analyzes Federal and State regulations impacting CRA program and projects. Confers with local, state and federal agencies regarding redevelopment planning efforts and special projects.

Research and provides supervision in the processing for available Federal and State financial grant assistance for redevelopment activities and develops implementation procedures; investigates and assists in securing other sources of financing for project development activities.

Responds to public inquiries and concerns regarding CRA projects to local business and property owners, organizations and the general public.

Represents the Community Redevelopment Agency by preparing and presenting information to the City Commission meetings, boards/committees and other groups. Attends public meetings to provide information regarding the activities associated with redevelopment.

At the direction of the City Manager, acts as the liaison with other City departments, governmental agencies, various committees, commissions or associations relative to the regional impact of development projects in the downtown area and is responsible for the coordination of the review and approval process.

Supervises and supports Project manager and staff on large capital projects.

Develop partnerships with Public agencies to facilitate implementation of Redevelopment District plans and projects.



Prepares and maintains fiscal records and reports on activities. Ability to develop working plans and schedules and adherence to same.

Provides direction in the promotion of the Redevelopment District to the Development industry, the community and others.

Supervise the preparation and administration of the department budget and capital projects; resolve difficult planning and administrative policy questions; supervise, train and evaluate assigned staff.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in Public Administration, Urban and Regional Planning, or a closely related field preferred. Bachelor's degree from a four-year college or university in engineering, urban planning, finance, accounting, business administration, public administration, contract administration, planning redevelopment or a related field; and, three years or more years of progressively responsible experience; must have direct experience in creating and administering CRA's or,

Any combination of education, training and experience, which provides the required knowledge, skills and abilities, required for the job.

**Licenses and Certifications:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles and practices of urban planning, community redevelopment, construction management, public administration and real estate.

Principles and practices of strategic planning and business writing.

Principles and practices of accounting, finance and budgeting.

Understand and communication both orally and in writing and writing policies, procedures and services.

Construction and development operations.

Financial marketplace and the methods available to finance large development projects.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

**Skill In:**

Management of large public facility construction projects.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks: to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, orally and in writing in a public forum.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development. Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with employees, governmental agencies, committees, associations, financial underwriters, bankers and the public, as necessitated by the work.

Ability to speak effectively before groups of employees.

Ability to speak effectively before public groups and respond to questions.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, and talk or hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

**Working Conditions:**

Exposure to projects in various stages of construction.

The incumbent's working conditions are typically moderately quiet in an office setting.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

## **City of Winter Park, Florida Community Redevelopment Manager**

### **POSITION SUMMARY**

Under general direction of the Director of Planning and Community Development has complex administrative and planning responsibility for implementing and administering the City's Community Redevelopment Plan. Duties include developing, managing and evaluating redevelopment plans, programs, budgets and communication strategies.

### **ESSENTIAL FUNCTIONS**

- Implement and monitor the City of Winter Park's Community Redevelopment Plan.
- Prepare or have prepared cost benefit analyses and return on investment analyses on proposed CRA projects as needed.
- Develop strategies and actions to make development activities by new or existing businesses attractive by eliminating and/or mitigating conditions detrimental to economic growth and creating conditions favorable to private sector investment and promotion of minority businesses in the district.
- Increase affordable and workforce housing opportunities by diversifying the available housing stock and providing more opportunities for home ownership and home improvement.
- Oversee the development of social programming and cultural enhancements for social enrichment of the district.
- Initiate and monitor projects, programs and contracts for public-private partnerships and other activities to include the coordination of design, permitting and land acquisition.
- Package, market and identify alternate financing for redevelopment projects with developers, community organizations, lenders and government agencies.
- Serve as project manager for existing and new projects within the CRA district.

## *COMMUNITY REDEVELOPMENT MANAGER - CONTINUED*

- Develop communications programs to generate interest and support for projects; make public presentations as required.
- Meet with citizens, businesses, homeowners and other community groups as needed to develop new projects. Develop neighborhood, business, and governmental communication networks.
- Develop ordinances and policies; coordinate, monitor and prepare grant proposals and programs.
- Serve as principal staff person for the Community Redevelopment Agency, the Community Redevelopment Advisory Board and as the liaison for the Hannibal Square Community Land Trust.
- Prepare and monitor budgets for individual projects and overall operating budget for the entire program.
- Monitor yearly property assessments within the CRA district and estimate tax increment revenues.

(NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

## **REQUIRED SKILLS AND ABILITIES**

- Comprehensive knowledge of principles, theory, practices and procedures of urban planning and community redevelopment.
- Good oral and written communication and management skills; considerable skill in the collection, analysis and presentation of technical data and statistics.
- Knowledge of applicable laws, ordinances, standards and regulations of community redevelopment and the ability to apply basic knowledge of economics, architecture, land development, historic preservation, finance and sociology to the process of community redevelopment.
- Knowledge and understanding of the development process including design, impact analysis and financing.
- Knowledge of modern business and public administration and/or municipal administration.
- Knowledge of grant development, writing and administration.

## *COMMUNITY REDEVELOPMENT MANAGER – CONTINUED*

- Strong interpersonal skills with the ability to interface with diverse economic and social groups.

### **PHYSICAL REQUIREMENTS**

Tasks require utilizing the computer, sitting, speaking, hearing, standing, walking, calculating, composing and editing.

### **ENVIRONMENTAL CONDITIONS**

Tasks are performed with some exposure to adverse environmental conditions.

### **SENSORY REQUIREMENTS**

Tasks require visual and sound perception and discrimination and oral communication ability.

### **MINIMUM REQUIREMENTS**

Bachelor's Degree from an accredited college or university with major course work in planning, finance, economics, urban design, public administration or closely related subject. Master's degree in one of the aforementioned areas is preferred. Three to five years experience in managing community/economic development or experience working with urban redevelopment and finance. Previous experience in government or private sector marketing and/or real estate preferred. Must have a valid Florida Driver's License.

**REDEVELOPMENT DIRECTOR  
CITY OF TEMPLE TERRACE**

Central Florida community of 21,000 seeks a Redevelopment Director to initiate, direct, and manage a public-private joint redevelopment venture designed to enhance the physical and economic character of the City's downtown area. This highly visible position entails being responsible for day-to-day operations, budgeting, capital acquisitions and financial control, public relations, real estate negotiations, administering professional service contracts, capital planning, and serving as a liaison to local governments, businesses, and property owners. The Redevelopment Director is appointed by and reports to the City Manager. The successful candidate will have comprehensive knowledge of economic development/redevelopment programs and their financing, the ability to conduct market research, financial/economic feasibility studies, and the ability to assimilate technical and theoretical concepts from many diverse disciplines to creatively and intuitively solve unique problems and meet City's needs while ensuring compliance with applicable laws, ordinances, standards, and regulations. The successful candidate must have graduated from an accredited college or university with a Master's Degree in City or Urban Planning, or a related field such as public administration, architecture, engineering, economics, or finance. Must have a minimum of 5 years of experience managing a redevelopment, "Main Street", downtown business improvement district, or similar program, or have experience working with community development, economic development, urban redevelopment and finance. Previous experience in government or private sector marketing and/or real estate preferred. An equivalent combination of education and experience directly related to the foregoing specific requirements may be substituted.

**SALARY NEGOTIABLE • EXCELLENT BENEFITS**

Apply: Human Resources, 11250 North 56<sup>th</sup> Street, Temple Terrace, Florida 33617  
email: [whubbard@templeterrace.com](mailto:whubbard@templeterrace.com)

City of Tampa  
Downtown/Channel District Redevelopment Manager  
Job Description

Overview

This position provides key leadership to the City's Downtown and Channel District redevelopment efforts. This position oversees all of the City's proactive initiatives to encourage sustained, quality private investment in Downtown and the Channel District. The Manager is charged to initiate, monitor and evaluate redevelopment progress. Success in these efforts requires establishing and maintaining effective working relationships with diverse external and internal stakeholders.

Responsibilities

- Advocate to external stakeholders the significance of and opportunities for redevelopment through marketing and public relations initiatives.
- Serve as the "go to" problem solver for the private sector for all City related redevelopment issues, including regulatory, services and infrastructure.
- Ensure the CRA Board is aware of supportive of and, as appropriate, involved in redevelopment planning and activities.
- Effectively support the Community Advisory Committees.
- Initiate and oversee key redevelopment planning initiatives.
- Administer TIF budgets to assure timely expenditures of funds.
- Assure that city development regulations and policies support quality private redevelopment.
- Initiate and administer incentives programs implemented to encourage quality private investment.
- Maintain data bases and reporting systems to monitor and evaluate redevelopment progress.
- Effectively encourage, inform, and coordinate with various community groups.
- Participate in the acquisition, marketing and disposition of city owned real estate.
- Participate, structure and execute public/private partnerships supporting key redevelopment goals.
- Serve as City's primary point of contact for media inquiries regarding redevelopment.
- Participate in intradepartmental performance improvement initiatives to enhance redevelopment efforts.

Qualifications

- Significant real estate development work experience in the private and/or public sector.
- Bachelors in Business, Urban Planning or a related field.
- Demonstrate success in community building and in working with diverse stakeholders.
- Excellent written and oral communication skills.
- Complete proficiency in Excel, Word, and Powerpoint.

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**EXECUTIVE DIRECTOR**  
**Avon Park Community Redevelopment Agency**

The City of Avon Park, population 8,900, Community Redevelopment Agency (CRA) is seeking outstanding applicants for the contract position of CRA Executive Director. This is a new position for the CRA and is an independent contractor position. This position is responsible for supervising the day-to-day activities of the CRA and its three Community Redevelopment Areas. Position works under the direction of a five-member CRA board, to plan, direct, supervise and coordinate the implementation of the CRA Redevelopment Plan. Successful applicant must have the knowledge to acquire, administer, and monitor grants-in-aid from various sources. The successful applicant will possess a Bachelor's Degree in business administration, planning, marketing or a related field with two years experience in planning or community redevelopment work. The position has a salary range of \$40,000-\$50,000 annually, DOQ. This position will be opened until filled. Smoke and drug-free workplace. E.O.E. Please submit a Letter of Interest with resume and salary history to City Hall, 110 E Main St., Avon Park, FL 33825.

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# Delray Beach CRA

## Job Description Form

**Employee:** Diane Colonna

**Location:** 20 N. Swinton Avenue

**Job title:** Executive Director

**Reports to:**

**Title:** Board of Commissioners

**Level/Grade:**

\$93,500 - \$140,000 annually

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours 40/week**

- Exempt
- Nonexempt

### General Description:

This is a highly visible and responsible position involving the operation and administration of a community redevelopment agency established under Chapter 163 of the Florida State Statutes.

The work involves planning, initiating, and directing programs and projects for the physical and economic improvement of the designated community redevelopment area of Delray Beach. More specifically, the work involves budgeting, capital planning and financial administration, personnel recruitment and supervision, business recruitment, land acquisition, urban planning and development, public relations, and the administration of contracts for professional services and capital improvements. Work requires extensive contact with public officials and the exercise of independent judgment and initiative.

This position is responsible to a seven-member board appointed by the City Commission and serves as the primary staff liaison to the office of the City Manager.

The community redevelopment area is 1,968 acres and has a population (2000) of over 15,000 residents.

### Duties & Responsibilities:

- Recruits, hires, trains and supervises the Agency's professional and clerical staff, prepares employee performance reviews, maintains appropriate personnel records.
- Plans, initiates, and executes a variety of programs and projects for the purpose of improving the physical and economic condition of the community redevelopment area. Develops criteria for the evaluation of such projects and programs and prepares regular reports on the progress of projects and programs for the Agency Board. Periodically prepares amendments to the CRA Redevelopment Plan, the document that gives the Agency its authority to implement programs. In addition, sub-area plans are also prepared and/revised on a periodic basis.
- Supervises the negotiation and preparation of contracts for professional services and capital

improvements for the community redevelopment area, administers such contracts, and monitors the progress of the contracted services or improvements. Issues "Requests for Proposals" for the disposition of real property.

- Oversees the management of Agency assets, including commercial and residential real estate. Negotiates the acquisition and disposition of real estate for the Agency.
- Oversees preparation of the annual operating budget and capital plan for presentation and approval by the Agency Board; approves budgetary requests and payment disbursement requests.
- Keeps informed of public and private sector events affecting the community redevelopment area; advises the Board of such events; coordinates with City staff on joint City-CRA projects and issues; represents the Agency at public functions; prepares programs for public information; maintains communication with property owners, business owners, residents, public officials, and the public at large regarding activities of the Agency.
- Schedules regular meetings of the Agency Board and approves the meeting agenda, maintains the minutes and other appropriate public records of the meetings.
- Participates in the Downtown Marketing Cooperative, a partnership between the CRA, the Chamber of Commerce, and the Downtown Development Authority. The partnership is a marketing organization that focuses on events to promote the downtown.
- Oversees the CRA's participation in affordable housing initiatives including but not limited to the Community Land Trust.

**Education, Skills & Experience Requirements:**

- This position requires a Bachelor's Degree in business administration, public administration, urban planning architecture, or a related field and either a Master's Bachelor's degree in a related field or a minimum of three years experience in a successful redevelopment program.
- Extensive experience in administration and urban planning, preferably in the area of urban redevelopment.
- An understanding of the real estate development process including design, impact analysis, and financing.
- Knowledge of the principles and practices of business and/or municipal administration.
- Knowledge of federal, state, and local regulations relative to urban redevelopment, including an in-depth understanding of Florida Statute Chapter 163.
- Considerable experience in public sector budget preparation, contract administration, and financial reporting.
- Ability to establish working relationships with public officials, business representatives, and community organizations.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze information and to prepare clear and concise reports.
- Understanding of the fundamentals of public relations, media relations, and mass communication.

**Date hired: 11/01/00**

Manatee County Government,  
1112 Manatee Avenue West,  
Bradenton, FL 34205.  
Phone: (941) 748-4501 x3865.  
Fax: (941) 749-3035.

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## COMMUNITY REDEVELOPMENT AREA COORDINATOR

### Basics

**FLSA** Non-Exempt  
**Job Code** 574-100  
**Pay Grade** G20  
**Pay Class** 300  
**Hourly** \$ 24.52  
**Minimum**  
**Hourly** \$ 38.01  
**Maximum**  
**Effective** 02/23/2009 - 12/31/2050  
**Date**  
**Finalized** 04/11/2009  
**Date**

**Purpose Of** This classification is principally responsible for assisting the Economic  
**The Job** Development Manager with the management and oversight of designated Community Redevelopment Areas (CRA's). Responsibilities associated with implementation of respective community redevelopment plans include day-to-day operations and planning, reviewing capital acquisitions, public relations, real estate negotiations, administering professional service contracts, and capital planning. Position must effectively work with respective advisory groups, current and prospective business owners and the Community Redevelopment Agency, when appropriate. Work involves building and maintaining relationships among stakeholders through coordination of activities with local businesses, development community, citizens, schools, County departments and other agencies, which affect the redevelopment activities within the CRAs.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum** Bachelor's Degree  
**Education**  
**Required**

- Area of Study Required** Business, Economics, Public Administration, Urban Planning, or related field.
- Minimum Experience Required** Five (5) years
- Type of Experience Required** economic development, finance, real estate redevelopment, community planning, public administration, or related field.
- Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### Job Duties

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions
- Indoor/Outdoor environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Conducts data collection and provides analysis as needed.
- Prepares, or assists with preparation of, annual budgets for CRA's.
- Promotes CRAs as appropriate to meet redevelopment goals.
- Serves as staff liaison to CRA Advisory Boards.
- Seeks grants and other funding sources to implement redevelopment goals.
- Assists in planning and implementation of community redevelopment and related activities to encourage rehabilitation and reinvestment.
- Makes recommendations regarding program development and implementation of community redevelopment activities.
- Coordinates implementation of redevelopment plans with other governmental agencies and the private sector.
- Creates reports, maps, and identifies trends.
- Attends and conducts public meetings during and after normal working hours.
- Attends Board of County Commissioner and Community Redevelopment Agency meetings.
- Prepares and makes public presentations.
- Performs other related work (including weather or other extreme emergency duties) as required.

### Knowledge/Abilities/Skills

- Knowledge of principles, practices and techniques of urban planning, public administration, and economic development.
- Knowledge of financial practices relating to real estate and development.

- Knowledge of procurement procedures, finance procedures, and budgeting methods.
- Knowledge of Local, State, and Federal laws related to planning, development, redevelopment, and Special Districts as defined by Ch. 189, FS.

Manatee County Government,  
1112 Manatee Avenue West,  
Bradenton, FL 34205.  
Phone: (941) 748-4501 x3865.  
Fax: (941) 749-3035.

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## COMMUNITY DEVELOPMENT DIVISION MANAGER

### Basics

**FLSA Exempt**  
**Job Code** 536-100  
**Pay Grade** MP5  
**Pay Class** 400  
**Annual Minimum Salary** \$52,083.20  
**Annual Maximum Salary** \$80,724.80  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 04/11/2009  
**At Will** AT WILL\*

**Purpose Of The Job** This classification is principally responsible for the management and oversight of the U. S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Program. Responsibilities include performance of administrative, supervisory and professional work associated with housing and community development activities. Work involves establishing liaison and coordination activities with public and private local, state and federal agencies. This position will also directly administer the Manatee County affordable/workforce housing incentive program and rapid response team, the Manatee County Affordable Housing Impact Fee Program, and the affordable housing mitigation assessment strategy.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Bachelor's Degree in

**Area of Study Required** Business, Economics, Human Services, Public Administration, Urban Planning

**Minimum Experience Required** Three (3) years

**Type of Experience Required** in community development planning, public administration, or similar field. Program management skills required.

**Minimum Supervisory Experience Required** One (1) year supervisory experience.

### Job Duties

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

- Working Conditions:
- Indoor/Outdoor environment; high noise environment while performing certain responsibilities. Lifting equipment up to 50 lbs. alone; up to 100 lbs. with assistance.
- Essential Functions:
- Development of the County's Five-Year Consolidated Plan that establishes project priorities as well as development and implementation of the Annual Action Plan.
- Develops eligible and achievable projects to be incorporated in the Consolidated Plan through information obtained by a needs assessment, analysis and public input in compliance with local, state and federal rules, regulations and statutes.
- Ensures proper procedures are established to provide proper use, security, economy, and accountability of all funds.
- Develops, implements, and assists with written and oral presentations to the Board of County Commissioners, other government agencies/officials, HUD, community based organizations and the general public.
- Assists in planning and implementation of Community Development and related activities to encourage community rehabilitation.
- Makes recommendations regarding program development and implementation of Community Development activities.
- Coordinates Community Development activities with other public and private local, regional, state and federal plans and programs.
- Additional Duties:
- Performs other related work (including weather or other extreme emergency duties) as required.

### Knowledge/Abilities/Skills



- Knowledge of principles, practices and techniques of urban planning and/or public administration and community development.
- Knowledge of local, state and federal programs relating to community development, neighborhood improvement and housing.
- Knowledge of the Federal Housing and Urban Development Department's Community Development Block Grant Programs.
- Knowledge of principles, practices and research methodology essential to the analysis and evaluation of community development programs.
- Ability to solve problems, offering a range of creative, suitable options.
- Ability to prepare and critique annual budgets and fiscal reports.
- Ability to prepare and critique grant applications.
- Ability to manage multiple complex work assignments independently.
- Ability to effectively train and supervise assigned staff.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors, associates, County officials and the general public.
- Skill in computer operations and pertinent software applications, i.e., Excel, Access, Word, etc.; skill in the use of a specialized utilities customer service billing system

Manatee County Government,  
1112 Manatee Avenue West,  
Bradenton, FL 34205.  
Phone: (941) 748-4501 x3865.  
Fax: (941) 749-3035.

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## ECONOMIC DEVELOPMENT DIVISION MANAGER

### Basics

**FLSA Exempt**  
**Job Code** 584-100  
**Pay Grade** MP6  
**Pay Class** 400  
**Annual Minimum Salary** \$55,203.20  
**Annual Maximum Salary** \$85,571.20  
**Effective Date** 02/23/2009 - 12/31/2050  
**Finalized Date** 06/09/2009  
**At Will** AT WILL\*

**Purpose Of The Job** This classification performs a variety of highly responsible professional, administrative and operational duties relating to projects, policies and procedures associated with economic development, land development and construction activities.

\*NOTE: This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Administrator. Employees so designated may be terminated at any time with or without cause.

### Education / Experience Requirements

Equivalent combinations of education and experience may be considered.

**Minimum Education Required** Bachelor's Degree in  
**Other** closely related field.  
**Additional Education Desired** Master's Degree

**Other** may substitute for one year of professional work experience.

**Type of Experience** Minimum of four (4) years professional experience

**Minimum Supervisory Experience Required** Two (2) years lead or supervisory experience.

**Driver's License** Valid driver's license with valid Florida driver's license within 30 days of hire.

### **Job Duties**

#### General Disclaimer:

The Job Duties illustrated are intended only as examples of the types of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related or a logical assignment of the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs.

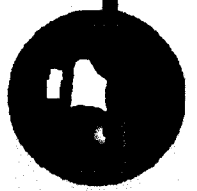
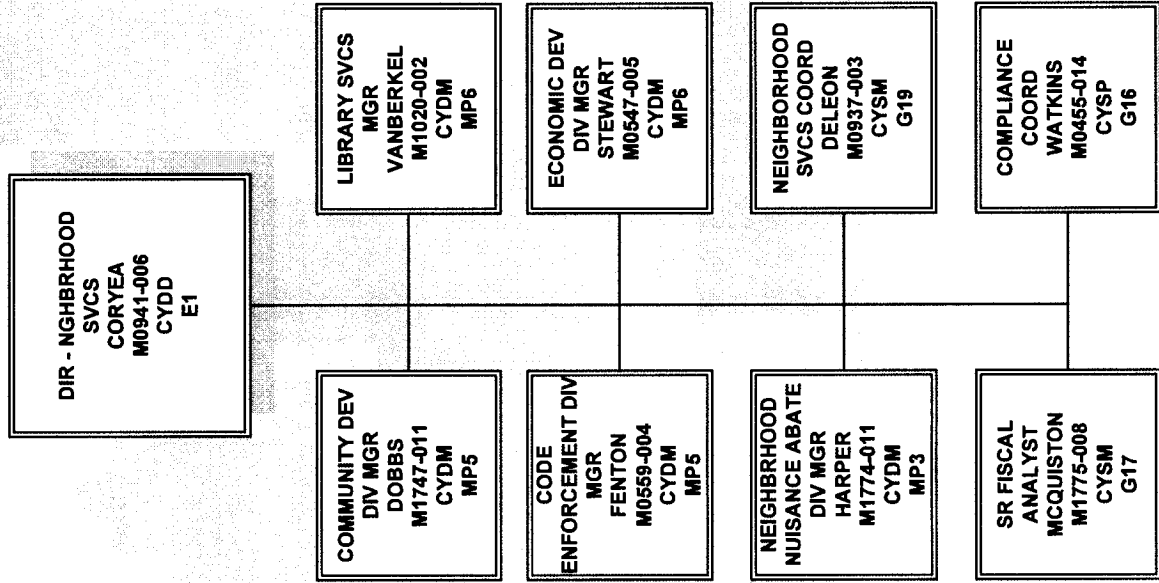
- Working Conditions: Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Typically sitting at a desk. Lifting equipment up to 25 lbs. alone; up to 75 lbs. with assistance.
- Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.
- Ensure conformance of laws, rules, regulations, policies, procedures and standards associated with economic development.
- Facilitate the Rapid Response Team.
- Maintains data on assigned projects.
- Make presentations
- Perform Technical calculations, meter sizing, sanitary sewer, level of service to roadways.
- Provide direction to clients/developers on all aspects of permitting and inspections.
- Travel to project sites to evaluate progress and troubleshoot.
- Understand and interpret plans, schematics, and blueprints.
- Performs other related work (including weather or other extreme emergency duties) as required.
- Indoor/Outdoor situation; high noise environment while performing certain responsibilities. Typically sitting at a desk. Lifting equipment up to 25 lbs. alone; up to 75 lbs. with assistance.

### **Knowledge/Abilities/Skills**

- Extensive knowledge of principles of economic development.
- Ability to communicate effectively, orally and in writing, including ability to effectively write reports, business correspondence and procedural manuals.
- Ability to establish and maintain positive working relationships with others.
- Ability to effectively demonstrate effective leadership, problem solving,

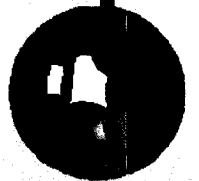
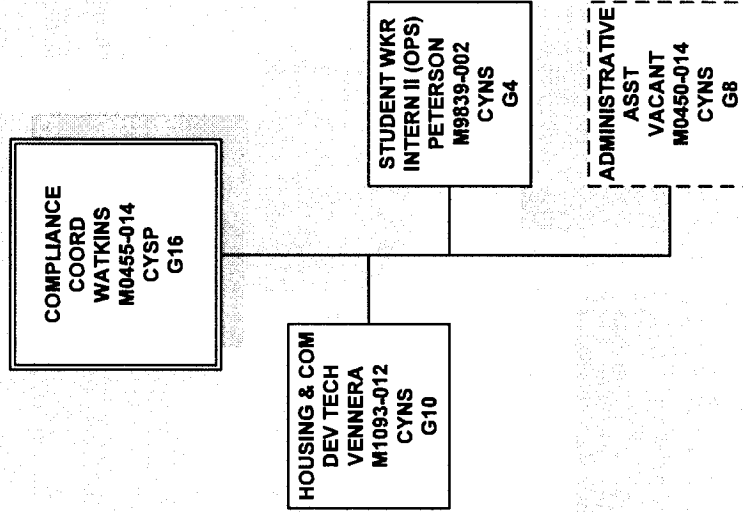
coaching and counseling skills.

- Ability to read, prepare and present clear and concise reports and documents on current developments.
- Ability to think and act quickly, calmly and accurately in emergency situations.
- Ability to perform multiple tasks simultaneously and remain calm under stressful situations.



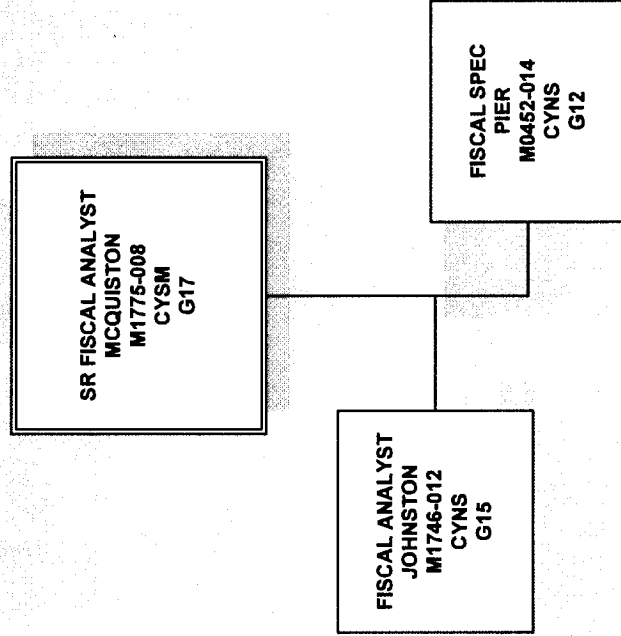
# Neighborhood Services Department Administrative Compliance

10/7/2009



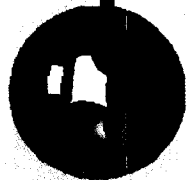
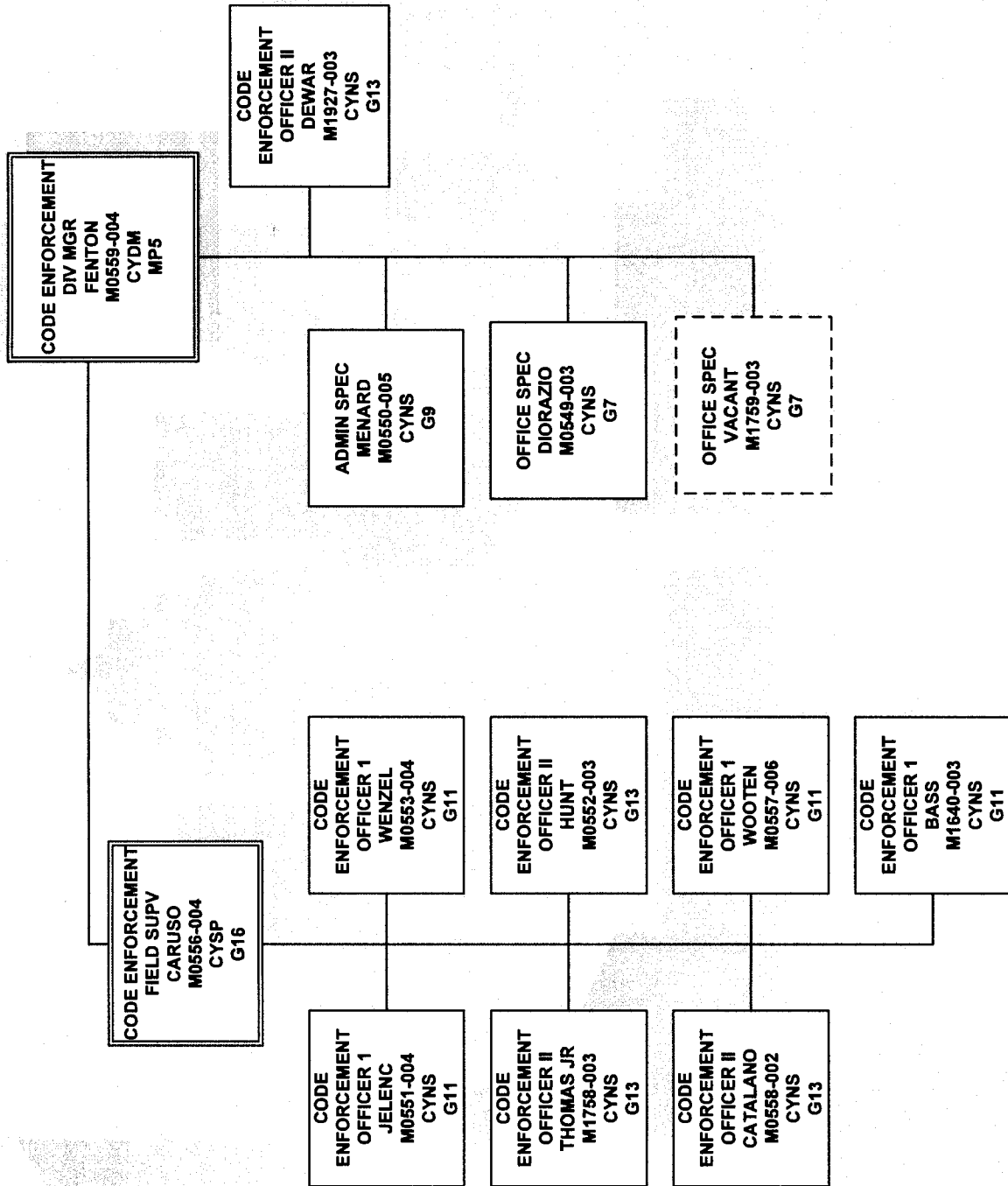
**Neighborhood Services Department  
Fiscal Section**

**10/7/2009**



# Neighborhood Services Department Code Enforcement Division

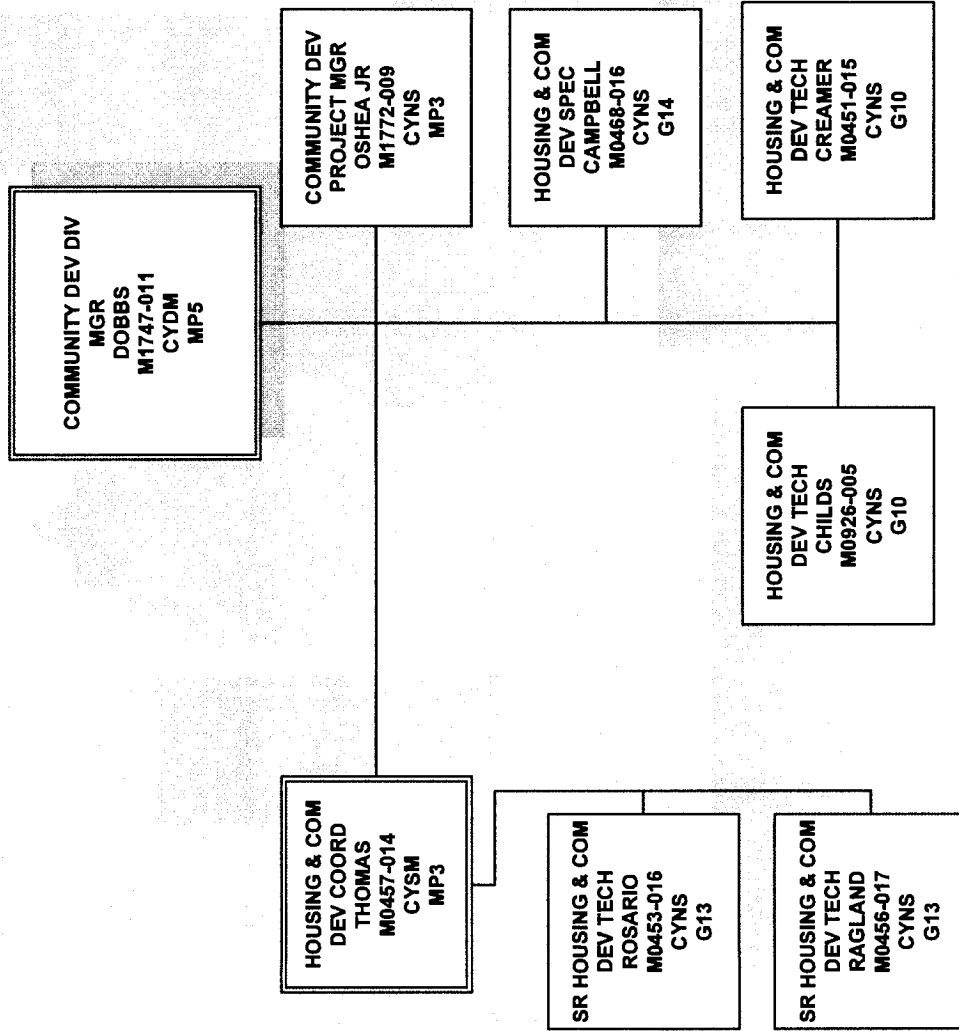
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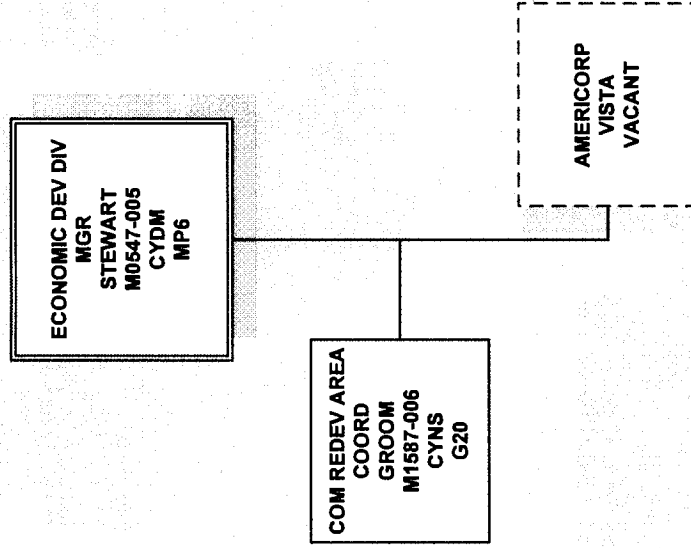
# Neighborhood Services Department Community Development Division

10/7/2009



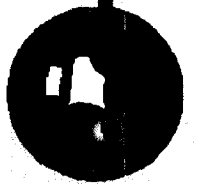
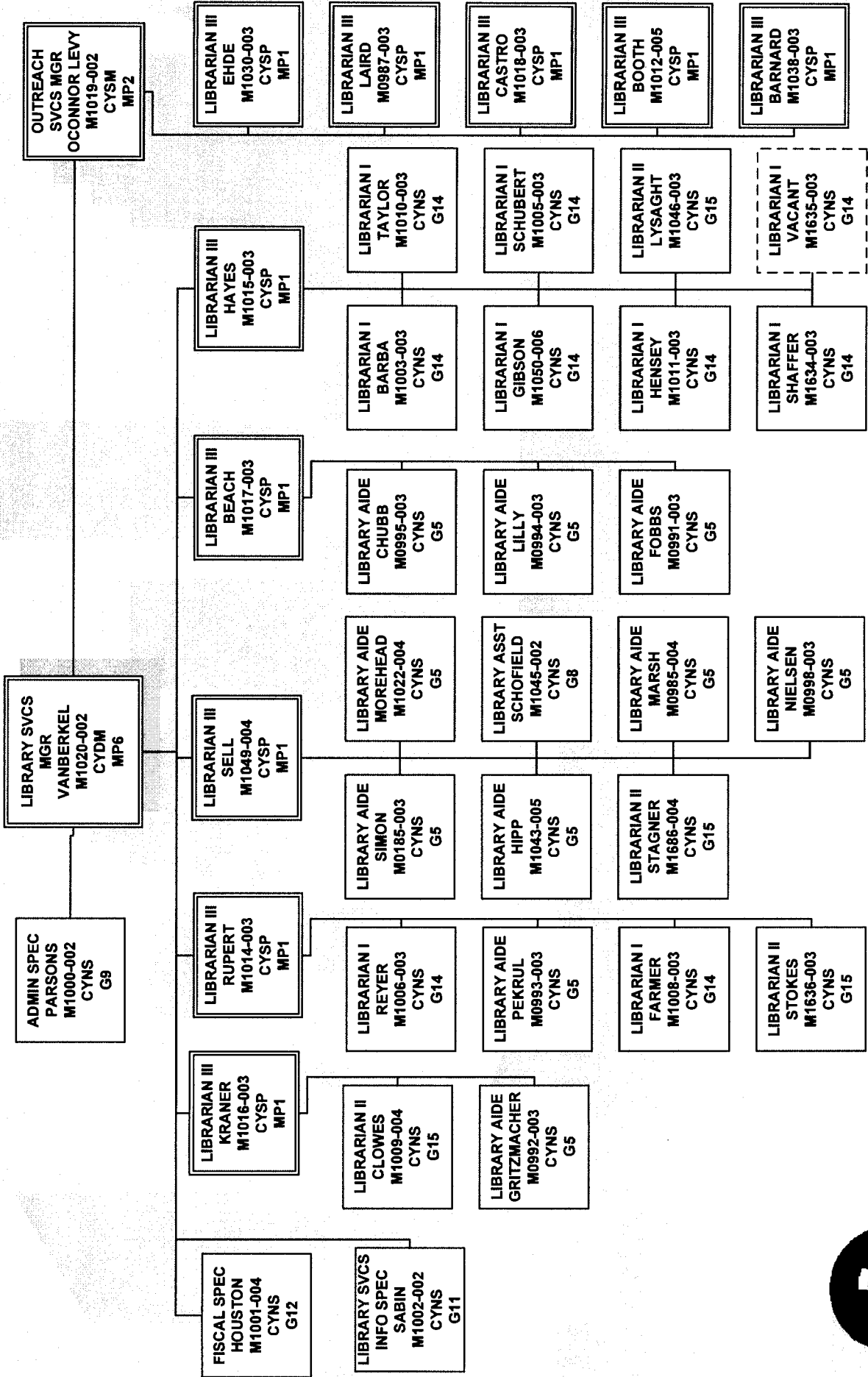
**Neighborhood Services Department  
Economic Development Division**

**10/7/2009**



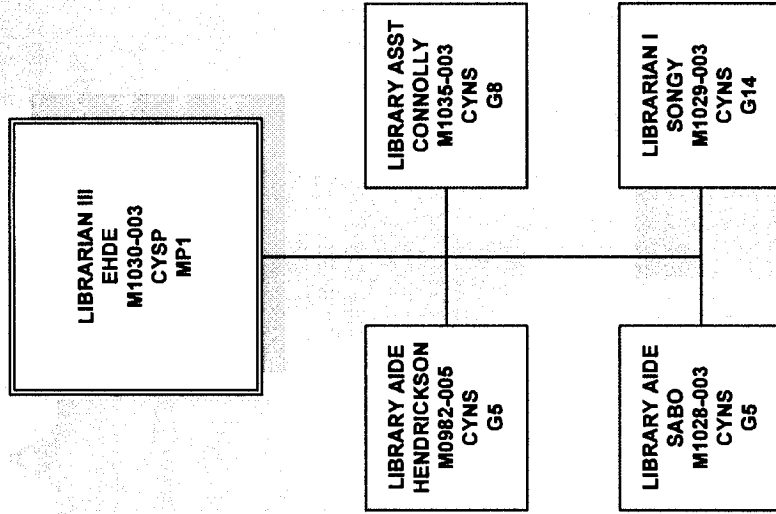
# Neighborhood Services Department Library Division – Central Library

10/7/2009



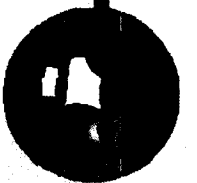
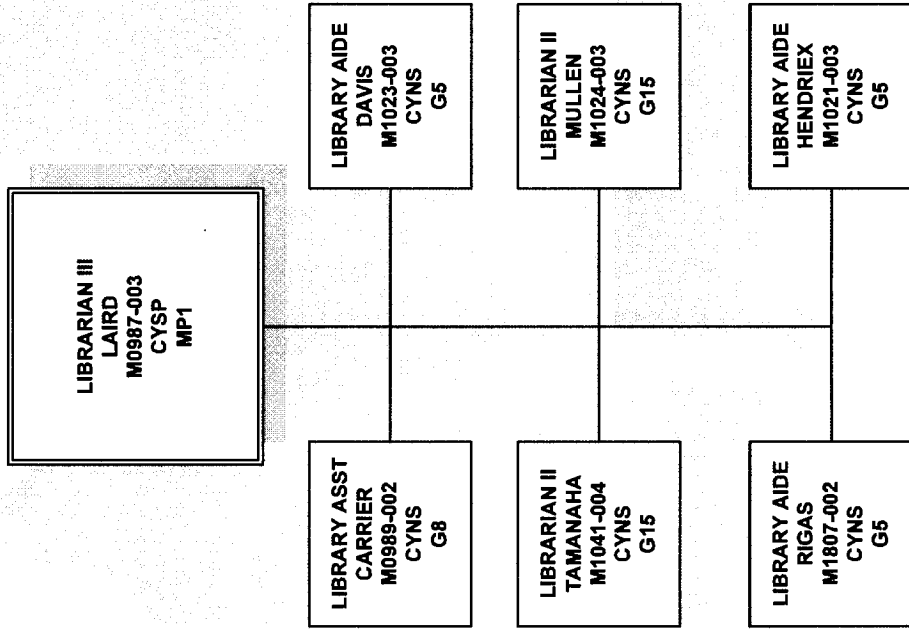
**Neighborhood Services Department  
Library Division – Island Branch**

**10/7/2009**



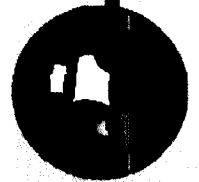
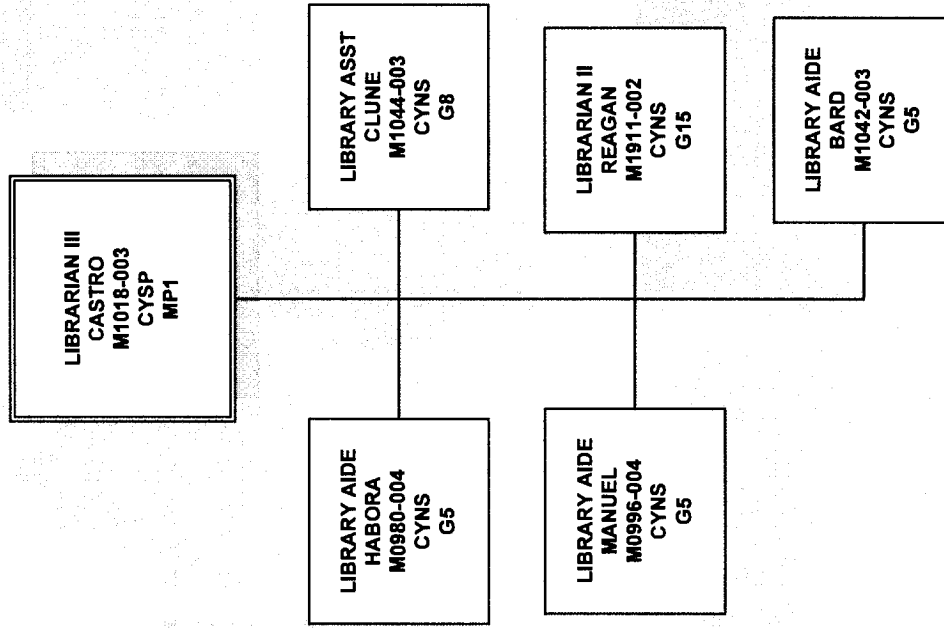
**Neighborhood Services Department  
Library Division – Braden River Branch**

**10/7/2009**



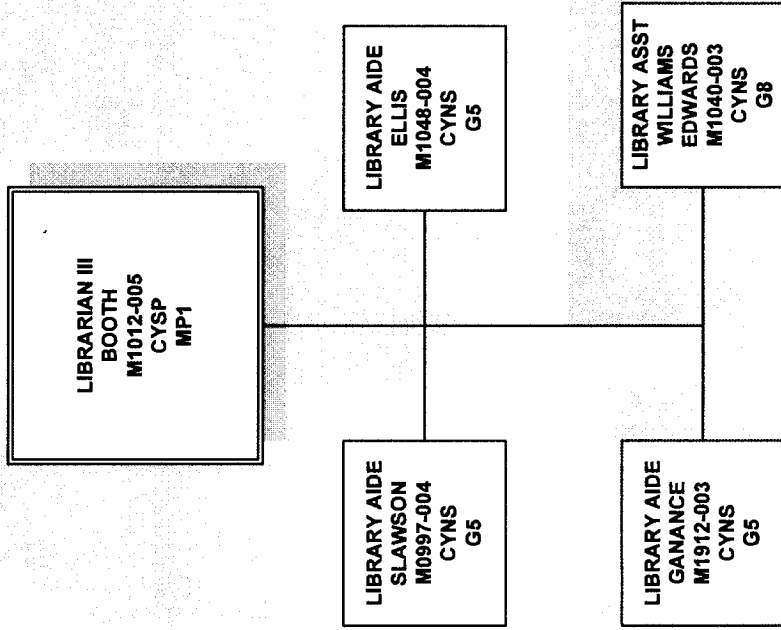
**Neighborhood Services Department  
Library Division – Palmetto Branch**

**10/7/2009**



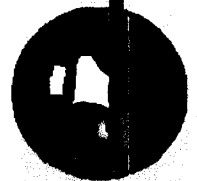
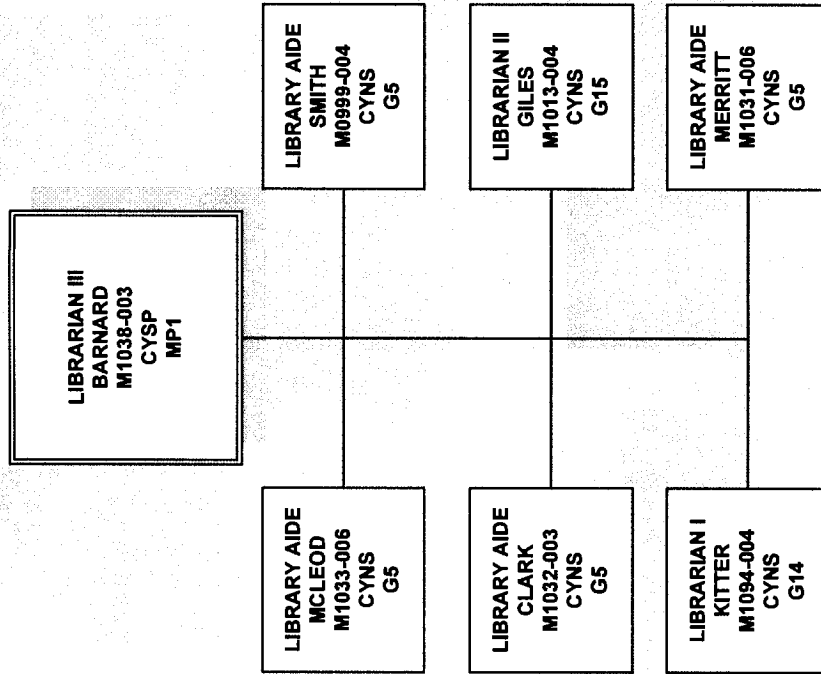
**Neighborhood Services Department  
Library Division – Rocky Bluff Branch**

**10/7/2009**



**Neighborhood Services Department  
Library Division – South Manatee Branch**

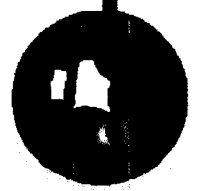
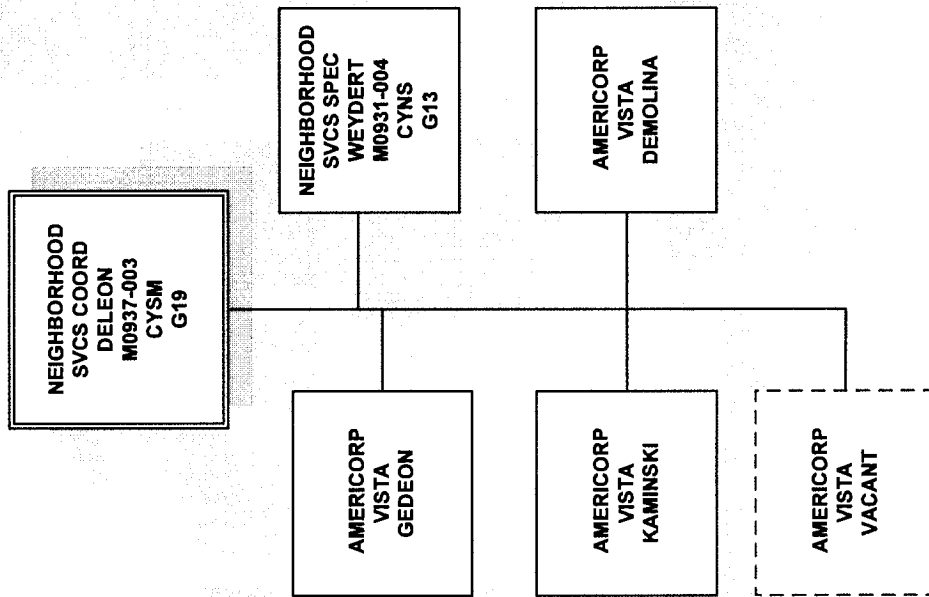
**10/7/2009**





# Neighborhood Services Department Neighborhood Planning Division

10/7/2009



**Neighborhood Services Department  
Nuisance Abatement Division**

**10/7/2009**

