

MAJOR FUNCTION

This is responsible managerial, professional and administrative work coordinating the City's Community Redevelopment Agency (CRA), its assigned staff, programs, and activities and other programs and initiatives designed to enhance business and economic development in downtown Tallahassee and other targeted areas. The incumbent manages a considerable variety and volume of work concerned with formulating and implementing projects, initiatives and work plans focused on community redevelopment. Work is performed under the administrative direction of the Assistant Director-Economic and Community Development. Considerable independent judgment, discretion and initiative are exercised in efficiently and effectively carrying out daily operations. The incumbent's work is reviewed through conferences, observations, analyses of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the staff and resources dedicated to developing, implementing and advancing the CRA's agenda in target areas. Prepares long-range and short-range development and redevelopment master plans and grant programs and applications. Creates and coordinates work programs to implement approved plans and strategies. Oversees the negotiation of development and redevelopment projects, and coordinates and communicates with real estate professionals to address zoning and regulatory issues. Oversees the acquisition and disposition of real estate in targeted areas for development or re-development activities. Coordinates the preparation of agenda items for the CRA Board of Directors, and regulatory and advisory boards that may include evaluations and reports on work plan execution and progress. Prepares and administers annual operating and capital program budgets. Prepares reports and project proposals for discussion with the CRA Board of Directors and CRA Advisory Board. Coordinates with financial and political organizations, as necessary to ensure accomplishment of work plan agenda. Coordinates the design of capital projects and manages work through assigned staff while it is in progress. Oversees the management of contracts of major construction projects, including preparation of requests for proposals, bid openings and contract awards. Supervises consultants and contractors. Serves as liaison to federal, state and other local agencies that may regulate development or redevelopment activities and oversees the preparation and submission of required reports. Coordinates the communication of CRA activities to the public. Conducts special studies as directed by the Assistant Director-Economic and Community Development. Prepares memoranda, speeches, and correspondence. Recommends the selection, transfer, advancement, grievance resolution, discharge and discipline of subordinate employees. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

May serve in the absence of the Assistant Director-Economic and Community Development. Addresses public and private groups to provide education and publicity about development or redevelopment projects. Coordinates and supports development of professional and business organizations in the CRA target area. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of principles, practices, methods and theories of planning, urban economics, economic development financing and community redevelopment. Thorough knowledge of laws, ordinances, regulations and statutes that govern urban planning, development and redevelopment functions. Knowledge of redevelopment legislation. Thorough knowledge of principles and practices of effective administration and supervision. Knowledge of accounting, accounts management and

fund raising. Knowledge of personnel management policies and practices. Knowledge of governmental budget procedures and public and private funding sources including the use of tax increment financing. Ability to plan, direct, coordinate and administer a comprehensive program of urban planning. Ability to analyze difficult planning problems and to develop a course of action consistent with established and contemporary planning procedures, theories and methods. Ability to work effectively with elected officials, department heads, and representatives of other public and private agencies, other city employees and the general public. Ability to plan, direct, supervise, coordinate, organize, and inspect community redevelopment plans, programs, and activities. Ability to address civic organizations or other public or private groups on various subjects. Ability to plan, organize, train, and supervise others in a manner conducive to high performance and good morale. Ability to express oneself clearly and concisely, orally and in writing. Ability to analyze, interpret and report research findings and recommendations. Ability to exercise analytical judgment in recommending operational changes or alternatives. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to demonstrate interpersonal facilitation, negotiation and communication skills. Skill in the use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree with major course work in planning, real estate development, urban design, business or public administration, public affairs, one of the social sciences or a related field and five years of professional work experience that includes managing a CRA, Redevelopment, Main Street, or Downtown Business Improvement District, or similar redevelopment program; or an equivalent combination of training and experience. At least two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license.

Established: 02-10-06
04-01-08
02-19-10*