

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 284

COMMUNITY REDEVELOPMENT AGENCY DIRECTOR

GENERAL

Position manages the day-to-day operations, planning, budgeting, capital acquisitions, public relations, real estate negotiations, professional service contracts and capital planning for the Community Redevelopment (CRA) area. Advanced professional work focused on the revitalization and community enhancement within the CRA districts through redevelopment, capital improvement, and branding. Position serves as a liaison to businesses and property owners with the overall goal of enhancing the physical and economic character of the districts. Negotiates contracts, develops incentives, recruits compatible development activity and supervises consultants and advisors.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Provides oversight and management of Federal/State Grant programs designed to assist with redevelopment goals within the districts.
- Provides comprehensive knowledge of redevelopment programs and their financing. Develops potential incentive packages, provides market assessments/impacts, and monitors development trends.
- Write developer requests for proposals for the purpose of disposing of CRA land for redevelopment.
- Evaluate for and draft recommended updates and amendments to the CRA Plan.
- Attend training sessions and conferences pertaining to CRA.
- Prepare and manage annual CRA budget and compliance monitoring with F.S. Chapter 163 Part III
- Assists with the development of capital projects included in the City's Master Plan; tracks the economic impact of those projects on Redevelopment activities City-wide.
- Makes public presentations to the City Commission and other public/private organizations regarding City-wide Redevelopment, and CRA business, initiatives and focus.
- Technical advisor to the Community Redevelopment Agency Board (City Commission) and multiple CRA advisory boards. Prepares and manages two CRA budgets; identifies and accesses funding sources; maintains relationships with funding sources and administers contractual agreements with other governmental agencies.
- Responsible for the management and administration of capital projects within the two CRA districts.
- Promotes and disseminates information about CRA activities to stakeholders through media, print and social media; attends and conducts various meeting and presentations.
- Acts as the City's gatekeeper and ombudsman in dealing with development within the CRA districts.

- Negotiates contracts, incentives, developer agreements, and projects; administers same.
- Supervises clerical staff, consultants, and special projects.
- Participates in Development Services management team.
- Assist private developers and business owners with: site planning, zoning, platting, variances, incentives and other regulatory issues associated with redevelopment and economic development in the CRA.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public and private financing and various debt financing mechanisms.
- Knowledge of professional services contracting, bidding procedures, and contract administration.
- Knowledge of the principles of budget administration and financial forecasting.
- Knowledge of business correspondence and report writing.
- Knowledge of the basic functions of Community Redevelopment Agencies.
- Knowledge and experience with Public-Private Partnership developer negotiations and agreements.
- Knowledge of the principles, techniques and objectives of a Community Development Block Grant program and HUD housing programs.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to effectively analyze issues and problems and identify optimum solutions.
- Ability to plan, organize and implement duties and responsibilities defined by desired outcomes and objectives.
- Ability to gain cooperation through discussions and persuasion.
- Ability to use good conflict resolution skills.
- Ability to manage complex problems with multiple stakeholders.
- Ability to interpret and apply the principles, practices, and procedures specified in Florida redevelopment law.
- Ability to interpret and apply applicable Federal, State, and local laws, rules, and regulations related to redevelopment programs.
- Ability to use Windows-based word processing, electronic mail, spreadsheet, and database software.
- An understanding of business attraction including lease negotiations real estate.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's from an accredited college or university with a major in business, urban planning, finance, construction management or related field and/or have a minimum of five (5) years experience in the public/private sector in a progressive city in real estate development, planning, project management, economic development and/or any equivalent combination of training and experience. Master's degree preferred. Affiliations or membership with trade associations exemplifying additional education is a plus, such as Florida Planning Association, Urban Land Institute, Florida Redevelopment Association, International Council of Shopping Centers, NAIOP, IEDC, or other related associations. Professional certification, a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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

07/2018

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 35/50

Location: Community Redevelopment Agency Department

GERS: Regular: Regular Class