

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 293**

**REDEVELOPMENT PROJECT COORDINATOR**

**GENERAL**

Responsible for providing administrative and project coordination services for the downtown redevelopment management, redevelopment incentives, Community Redevelopment Agency management, neighborhood redevelopment, housing projects, and horizontal and vertical construction projects. The coordinator reports directly to Project Managers.

**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 administrative assistance to CRA Executive Director and Project Manager.
- Attends CRA Board meetings—responsible for taking meeting minutes and ensuring all meeting records are properly recorded.
- Performs agency's records management functions in compliance with Florida public records law.
- Assists with the management and implementation of redevelopment plans for various projects; may be in charge of coordinating several projects at the same time; Must be highly organized and efficient;
- Facilitate redevelopment projects by coordinating with private developers and business owners
- Assists in coordinating initiatives related to redevelopment, land development and economic development;
- Interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Organize and analyze information and formulate recommendations to Project Manager;
- Compile databases and relevant planning and economic information regarding commercial, housing, retail, industrial, and office development activity;
- Coordinate community forums, interact with community groups, residents, business owners to ensure the CRA projects are well communicated;
- Assist in the preparation of developer and tenant real estate packages, including Requests for Proposals that provide site information, demographics, photographs, surveys, environmental information, and more to use in attracting tenants and developers;
- Become familiar with all redevelopment incentives offered and the requirements for application approval. Facilitate the incentive application approval process.
- Receives and reviews various documents including vacancy surveys, new occupational licenses, development site plans, property sales, creative copy graphics, newsletters, invoices, etc.
- Researches, plans, and coordinates special programs and projects by working with consultants, contractors, City, County, State, and Federal agencies in order to assure

that program activities are implemented and completed effectively and in a timely manner.

- Reviews and processes invoices
- Coordinates creation and execution of contracts and/or proposals for various redevelopment projects
- Oversees tenant relations for CRA owned properties, coordinates rent collection, lease execution, etc.
- Coordinates activities required for property maintenance
- Prepares and present agenda items for presentation to CRA Board
- Assists in preparation of project budgets.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of using social media as a promotional tool, as well as, in application of social media in promotion and attraction, attracting residents and visitors to events.
- Knowledge of the principles, theories, philosophy and techniques of cultural and commercial marketing, promotions, and advertising.
- Knowledge of cultural and community development, outreach processes and facilitation.
- Knowledge of planning, coordinating and implementing special events, promotions and multi-faceted activities.
- Knowledge of the budgeting practices of performing and visual arts organizations
- Knowledge of the cultural and fine arts needs of the City of Pompano Beach, or the ability to acquire such knowledge
- Knowledge of current practices in the field of local arts agency administration.
- Knowledge, dedicated, passion and commitment to assisting businesses, nonprofits, emerging artists and arts organization.
- Skills in strategic planning to effect change in a multi-cultural environment.
- Ability to leveraging and receiving sponsorships, grants, in kind and other services to support promotions, special events or activities.
- Ability to draft strategic plans and their application to cultural and commercial marketing.
- Must have a high level of energy and persistence and passion towards the mission of the Agency.
- Ability to express ideas, facts, and information in a clear and concise manner, verbally and in writing, personable and friendly disposition and a positive can-do attitude with individuals or groups.
- Ability to collect, analyze, and interpret data and information, and to formulate conclusions and recommendations, using independent judgment
- Ability to plan and organize effective educational and informational programs
- 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 degree 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 two (2) years experience in the public/private sector in a progressive city in real estate development, planning, project coordination, economic development and/or any equivalent combination of training and experience. Government experience and knowledge of intergovernmental operations and the redevelopment process a plus. Being able to bridge between the private sector and public sector is critical.

*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.*

11/2018

**Bargaining Unit:** Non-Bargaining

**FLSA:** Exempt

**Pay Grade/Group:** 26/50

**Location:** Community Redevelopment Agency Department

**GERS: Regular:** Regular Class