

City of Flagler Beach

JOB TITLE: COMMUNITY REDEVELOPMENT AGENCY DIRECTOR & GRANT ADMINISTRATOR

DEPARTMENT: Executive

SUMMARY: Under supervision of the City Manager, this position performs general and administrative work responsible for the development and implementation of the City's Community Redevelopment Agency Program. The Director will serve as staff liaison to the CRA Board and other committees as assigned. Performs administrative and managerial functions and is responsible for considerable interaction with City officials and administrators, department heads, staff, City boards, Local Business Bureau, City committees, other governmental agencies and the general public. Performs functions in the area of redevelopment, grantsmanship, public information, special events and community services.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES: (which are not in any hierarchical order)

1. Develops and implements the City's CRA Program/Plan and oversees all related projects.
2. Develops, submits for approval and implements the operating policies, procedures and an action plan for the program.
3. Confers with City officials, administrators, staff, boards, committees, other governmental agencies and members of the general public on all matters related to the functions of the CRA.
4. Attends meetings and assists in the preparation and coordination of all materials necessary to accomplish the established goals and mission of the CRA.
5. Develops and implements internal and external communication strategies in support of the CRA objectives
6. Develops alternative funding sources for CRA related activities.
7. Responsible for all Redevelopment Committee and CRA Board meetings, agendas and staff reports.
8. Seeks and applies for County, State and Federal Grants as approved by the City Commission
9. Administers Local Agency Program (LAP) projects
10. Serves as the City's Disadvantaged Business Enterprise (DBE) Officer.
11. Maintains all CRA grant and related documentation to meet the requirements of the responsible governing agencies and auditors.
12. Manages other grant related projects as assigned by the City Manager.
13. Performs other related duties as required and assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of supervisory and management principles and practices
Knowledge of Local Agency Program (LAP) administration practices
Knowledge of Disadvantaged Business Enterprise (DBE) requirements
Knowledge of Federal and State Grant Administration procedures and requirements
Knowledge of City's Grant and Purchasing Policies
Knowledge of the TRIM Budget process
Skill in problem solving
Skill in basic computer applications, writing reports and completing official documents
Skill in developing and implementing new policies, procedures, and programs
Skill in applying appropriate public relations techniques as situations warrant
Skill in prioritizing and managing multiple tasks and projects simultaneously

Class: PAT 6
Exempt

Ability to establish/maintain effective working relationships with those contacted in the course of work.
Ability to draft reports, letters, memos and complex documents and plans
Ability to express ideas clearly when providing oral and written reports and recommendations on a wide variety of administrative and technical issues
Ability to maintain records in an organized manner

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate work generally in an office setting. There may be a need to stand, walk, sit, talk or hear, use hands, climb, kneel, stoop lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of Flagler Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment, random, and/or reasonable suspicion drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record.

MINIMUM QUALIFICATIONS: Ability to function in a managerial capacity and exercise good judgment, creativity and leadership. Ability to use office equipment and those computer programs necessary to correlate data/information necessary to coordinate all activities of the CRA. Bachelor's Degree required, Master's Degree Preferred. Experience in grant writing and administration and Local Agency Program Management preferred. Two years of experience related to redevelopment and/or redevelopment related projects or activities. Valid Florida Driver's License.