

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: EXECUTIVE DIRECTOR – CRA (Job Code 333).**

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#### **GENERAL STATEMENT OF JOB**

The Community Redevelopment Agency (CRA) Executive Director is responsible for the management and administration of the operations of the Agency. The Executive Director is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, CRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special events and activities as well as oversees the management and maintenance of CRA-owned and maintained properties. This position also involves extensive contact with government officials, public and private agencies, advisory boards, City staff, and the business community.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

The Executive Director is responsible for carrying out the policies established by the five member CRA Board which oversees the renewal and redevelopment of the CRA District

Oversees the day-to-day agency operations

Provides management and oversight of assigned projects as well as supervision and coordination of projects assigned to other staff

Develops, recommends and implements programs, policies and strategies to carry out CRA goals and objectives

Manages the progress of infrastructure projects in the CRA District to ensure compliance with schedules and budgets

Responsible for capital project planning and the preparation of the annual budget

Coordinates with other public and private entities related to the redevelopment effort

Ensures that programs, projects, and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approves redevelopment and development plans

Oversees business grant programs for the CRA

Develops strategies and programs designed to stimulate responsible commercial and industrial activities in the CRA

Directs the implementation of economic development programs and planned activities and projects as outlined in the Redevelopment Plan

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Meets with development professionals, City staff and the public regarding redevelopment activities

Responsible for hiring of CRA employees, agents, consultants, experts, legal counsel, as provided for in the annual budget

Responsible for the purchase, sale, and disposition of real property in the CRA

Represents the CRA at various meetings and functions and makes presentations to boards, committees and the public

Coordinates the downtown development and responsible for marketing the CRA District

Supervises the execution of the Redevelopment Plan pursuant to Chapter 163, Part III, Florida Statutes

Other duties as assigned from time to time by the CRA Board

Performs other related duties as assigned

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Finance, Construction Management or closely related field. Master's Degree preferred. Florida Redevelopment Association certification desirable. Five (5) years of progressively responsible redevelopment experience in urban planning, real estate development, project coordination, or economic development is required, including at least three (3) years of supervisory experience. Municipal government experience preferred.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve some walking, standing; some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to provide oral presentations.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g. dirt, cold, rain, fumes.

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

Advanced knowledge of principles, practices, methods and theories of planning community redevelopment as it relates to municipal community development, including strategic planning, finance, business development, acquisition sourcing, and government contracting.

Advanced knowledge of Florida Redevelopment law, specifically F.S. Chapter 163, the Community Redevelopment Act.

Advanced knowledge of laws, ordinances, regulations and statutes that govern urban planning functions.

Advanced knowledge of community redevelopment functions, growth management and land development legislation.

Ability to resolve problems or situations that require the exercise of sound judgment.

Advanced knowledge of the principles and practices of public administration, including budget preparation and personnel management.

Advanced knowledge of the Florida Building Code requirements.

Exceptionally skilled in preparing clear and concise written reports.

Advanced skill in interpreting and implementing policies and procedures.

Skilled in developing and managing project budget, budget analysis and financial principles

Advanced knowledge of accounting, accounts management, and fundraising

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Advanced skills in Microsoft Office Suite.

Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.

Ability to review, understand and render opinions and recommendations regarding ordinances, land development legislation, codes, special requests and applications, or other information as may be determined.

Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

Ability to communicate professionally verbally, in writing, and in presentations.

Ability to provide excellent customer service to internal and external customers, including coworkers, management, elected officials and residents.

**EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date