

**MAJOR FUNCTION**

This is responsible managerial, professional and administrative work directing the City's Community Redevelopment Agency (CRA), its assigned staff, programs, activities 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 and economic redevelopment. Work is performed under the administrative direction of an Assistant City Manager. Considerable independent judgment, discretion and initiative are exercised in order to efficiently and effectively carry 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 redevelopment areas. Directs the preparation of long-range and short-range development and redevelopment master plans, grant programs and applications. Directs the preparation of multi-department or agency work programs to implement CRA approved plans and strategies. Directs the negotiation or negotiates the development and redevelopment projects, and coordination with real estate professionals and related City, County or State departments to address zoning and regulatory issues. Oversees the acquisition and disposition of real estate in targeted areas for development or re-development activities. Prepares agenda items for the CRA Board of Directors and regulatory or advisory boards that may include evaluations and reports on work plan execution and progress. Prepares and administrators of annual operating and capital program budgets. Prepares of reports and project proposals for discussion with the CRA Board of Directors and CRA Advisory Boards. Coordination with financial and political organizations, as necessary to ensure accomplishment of work plan agenda. Coordination of the design of capital projects with appropriate City departments and/or related contractors. Coordination with other City departments regarding the management of contracts of major construction projects, including preparation of requests for proposals, bid openings and contract awards. May supervise consultants and contractors. Coordination with federal, state and other local agencies that may regulate development or redevelopment activities and oversees the preparation and submission of required reports. Oversees communication of CRA activities to the public including preparation of memoranda, speeches, and correspondence. Responsible for the selection, transfer, advancement, grievance resolution, discharge and discipline of subordinate employees. Conducts performance evaluations and the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

May serve in the absence of the Assistant City Manager. 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. Skilled in the use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience

Possession of a master's degree in planning, real estate development, urban design, architecture, business or a related field and seven years of professional work experience that includes managing a Community Redevelopment Agency, 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: 07-11-13

Revised 11-28-18

01-01-20