



Opening Date: **09/25/09**
Closing Date: **Open Until Filled**
Job # **09-026**



Position
COMMUNITY REDEVELOPMENT
PROJECT COORDINATOR

Salary
Annual: \$35,000 - \$45,000

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.

Job Status : (X) Full time

This position will be hired to work for Redevelopment Management Associates, LLC. for the benefit of the City of Pompano Beach. RMA's rules, regulations, and benefits are applicable.

Position Summary *(Major Job Duties)*

Works with the private development community, business owners and residents on site planning, zoning, platting, variances or other regulatory issues associated with redevelopment. Interfaces with consultants related to design, development, planning, right of way plans, master plans, land use and other planning initiatives. Works with local, state and federal agencies to facilitate projects and programs of the CRA. Conducts analysis related to land uses. Assists and coordinates community neighborhood meetings. Drafts and issues RFP's for land disposition and coordinates the selection process. Promotes and accepts applications for façade improvement grants from the CRA. Assists in all forms of economic development. Assists in marketing. Assists the manager of the microloan program for small businesses in securing candidates for loans. Develop a data base for each of the redevelopment districts which would include property ownership and business tenancy. Performs related work as required.

Qualifications *(Education, work experience, special requirements)*

Bachelor's degree in Planning, Business, Public/ Business Administration or a closely related field from an accredited college. A Master's degree preferred. One year minimum related work experience with Master's degree or three years with a Bachelor's degree in the public or private sector in the fields of planning, construction, urban housing, real estate, or economic development. Certification from the American Institute of Certified Planners (AICP) or completion of redevelopment courses from the Florida Redevelopment Association preferred. Valid Florida driver's license. A comparable amount of training and experience may be substituted for the minimum qualifications. Knowledge of site planning, zoning interpretation, and comprehensive and neighborhood planning. Knowledge of planning law, growth management law, and planning trends. Knowledge of Chapter 163 of the State Statutes governing community redevelopment agencies. Skills in project management. Knowledge of real estate development and finance. Skill in communicating effective both orally and in writing. Skill in conflict resolution particularly between citizens, neighborhood groups and the agency. Skill in budgetary and organizational management. Ability to work in a team environment with multiple disciplines. Ability to organize and analyze information and formulate recommendations, particularly in graphic and written form. Strong computer skills in power point and/or other graphic programs for use in communicating with the CRA Board and the public. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation; 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. Ability to see, read, talk, hear, handle or feel objects and controls. Ability to operate office related equipment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Apply to the Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693

www.mypompanobeach.org