



City of Pompano Beach
 Open Competitive
 Job # **09-028**

Opening Date: **09/29/09**
 Closing Date: **Open Until Filled**



Position

COMMUNITY REDEVELOPMENT AGENCY
 DIRECTOR (NORTHWEST CRA)

Salary

Biweekly: \$2,926.16 - \$4,117.38
 Annual: \$76,080.16 - \$107,051.98

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

Job Status : (X) Full time () Part time/temporary

Department/Number : CRA Pay Plan/Grade: 50/35; Non-bargaining

Position Summary *(Major Job Duties)*

Coordinates and administers all redevelopment activities of the NW CRA. Work is performed under the direction of the Co-Executive Directors of the CRA. Supervises professional and technical personnel in planning, designing, and implementing housing and economic development projects; Directs employees and consultants to prepare studies, projections, maps, reports and recommendations for community improvement, economic development and redevelopment projects. Serves as liaison between civic groups, private and public agencies; Coordinates with the City on new housing development, housing rehabilitation, residential acquisition and resident relocation; Supervise all environmental reviews, appraisals and land acquisition; Supervises the design and construction of community improvements, economic development projects, neighborhood facilities, and capital improvement projects; Assists in development of long-range plans; Supervise the compliance of public/private partnerships in housing and commercial development; Oversees grant applications and procurement; Assist with fiscal planning and budget preparation; Develops a report on economic impact of redevelopment projects; Designs marketing strategies to encourage new development; Attends meetings of various agencies to communicate the mission of the NW CRA and to receive input; Assists with presentations; Performs related work as required.

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

Bachelor's degree in Urban Planning, Business or Public Administration, or a closely related field. A Master's degree is preferred. A minimum ten years experience in the public or private sector in planning, marketing, urban housing, real estate development and economic development. Five years of senior level management experience. Valid Florida driver's license. A comparable amount of training and experience may be substituted for the minimum qualifications. Extensive knowledge of current federal Housing and Urban Development and State of Florida regulations governing urban housing; Considerable knowledge of the principles and practices of intergovernmental relations and grants; Considerable experience in neighborhood organizing and empowerment; Ability to direct, supervise and train subordinate personnel; Ability to plan and conduct meetings and conferences; Ability to analyze situations accurately and to plan and to adopt an effective course of action; Ability to be effective in written and oral communication; Knowledge and experience using computer applications, especially MS Office; Ability to initiate and manage projects with little oversight and coordinate multiple on-going projects; 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, sitting, 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

The City of Pompano Beach is an Equal Opportunity Employer

SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION

www.mypompanobeach.org