



Job Description Deputy Director

Description

This position performs professional, administrative, and supervisory work assisting the Executive Director in the operations of the agency and implementation of projects and programs contained in the Community Redevelopment Plan. This role involves extensive involvement in policymaking, project management, budgeting, planning, personnel management, and public relations. The Deputy Director will represent the CRA at various meetings, functions, provide management, and oversight of assigned projects coordinate projects assigned to other staff, and engage with development professionals, City staff, and the public regarding redevelopment activities. Additionally, they will participate in capital project planning and the preparation of the annual budget, and ensure that programs, projects, and plans are carried out in accordance with the City ordinances and applicable federal and state laws. In the absence of the Executive Director, the Deputy Director, assume responsibility for the department

Duties & Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.

Essential Functions:

- Represent the CRA at various meetings and functions; make presentations to boards, committees, and the public.
- Provide management and oversight of assigned projects as well as supervision and coordination of projects assigned to other staff.
- Meet with development professionals, City staff, and the public regarding redevelopment activities.
- Assist in the preparation, coordination, and evaluation of requests for proposals (RFPs) for projects in the redevelopment area.
- Assist in capital project planning and the preparation of the annual budget, including the evaluation of funding requests by other agencies and organizations.
- Ensure that programs, projects and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approved redevelopment and development plans.

- Assist in the hiring, training, supervision and evaluation of professional staff.

Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university with a major in Business Management.
- Understanding of local redevelopment history, neighborhood plans, and land use regulations a plus.
- Strong communication skills, both written and verbal.
- Excellent planning, organizational skills, and the ability to manage multiple projects through to completion.
- Ability to establish and maintain effective relationships with coworkers, other agency staff and the public.

SPECIAL REQUIREMENTS:

- Must possess and maintain a valid state of Florida Driver's License.
- May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department.