

## **JOB NOTICE**

The City of Port St. Joe (pop. 3,567) is accepting applications for the following position:

### **Port St. Joe Redevelopment Agency Director**

Please submit an application to the City of Port St. Joe, Attn: Charlotte Pierce, PO Box 278, Port St. Joe, FL 32457. Applications and a full job description can be found on our website [www.cityofportstjoe.com](http://www.cityofportstjoe.com). If you have any questions, please contact Charlotte Pierce at (850) 229-8261. The position is opened until filled.

This is a part-time position with a salary of \$45,000. There are no benefits with this position.

The City of Port St. Joe is an Equal Opportunity Employer, Affirmative Action Employer, and a Drug Free Workplace.

Job Description Port St. Joe Redevelopment Agency Director – Position open until filled.

CRA Director – City of Port St. Joe, FL

The City of Port St. Joe is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, creed, national origin, veteran status, or any other legally protected status. The City of Port St. Joe is a Drug-Free, Equal Opportunity, Affirmative Action Employer Workplace. Applicants who complete the initial screening process will be required to complete a pre-employment drug screen and physical. All information provided by an applicant will be verified for truthfulness and accuracy if a conditional offer of employment is made. Application and other submitted documents are considered public records.

Salary range is provided to show the minimum to maximum compensation for the position. It is not the basis for or guarantee of a starting salary. The position is part-time with no benefits.

**Position Function:**

Under the direction of the Port St. Joe Redevelopment Agency Board, the CRA Director is responsible for the implementation of formally adopted community redevelopment area plans within the City of Port St. Joe Community Redevelopment Area (CRA). Work is performed by exercising considerable initiatives and is relatively independent in undertaking and completing redevelopment and project management assignments while maintaining strong communications with City Administration and other Departments.

**Essential Duties:**

Responsible for preparing, tracking, and managing project related budgets, and tracking the progress of project consultants including architects, planners, engineers, attorneys, and development consultants. Development of CRA annual reports and marketing efforts. Responsible for reporting as required under Florida State Statute 163, Part III. Serves as principal staff person for the Community Redevelopment Agency (CRA). Responsible for the maintenance and update of the CRA Plan. Responsible for redevelopment activities in the CRA for the express purposes of improving the community, promoting economic development, and providing for sustainability. Assists with providing staff support for the CRA Board and other Boards as necessary. Responsible for growing and marketing redevelopment projects.

The director is responsible for internal controls, audit preparation, preparing an annual budget, record management, local, state, and federal compliance, and monthly balance sheets.

Performs additional duties as assigned by the Port St. Joe Redevelopment Agency Board.

**Knowledge/Skills/Abilities:**

- Certification through the Florida Redevelopment Association (FRA) Redevelopment Administrator (RA) or Redevelopment Professional (RP) program is preferred but not required.

- Knowledge of economics, public finance, and other fields applied to city planning and redevelopment practices.
- Work requires the ability to read letters, memos, professional and industry literature, spreadsheets, and other job-related analysis,
- Work requires the ability to write letters, memos, and contracts.
- Ability to use social media to market programs and redevelopment projects.
- Work requires the ability to understand and develop computer models for cost analysis and compose financial and budgetary reports.
- Attend all Port St. Joe Redevelopment Meetings, prepare agenda's and take minutes.
- Work requires substantial independent judgement and decision-making.
- Knowledge of the principles of city planning and neighborhood redevelopment practices.

Work is widely varied, involving analyzing and evaluating many complex and significant variables.

Organization-wide policies, procedures, or precedents may be developed and/or recommended.

- Must possess excellent oral and written communication skills.
- Will be competent in the use of computers including Microsoft Excel, Word and PowerPoint software.

Must be able to research, compile, and analyze data, and then present findings to the Port St. Joe Redevelopment Agency Board.

Ability to learn and remain up-to-date on Federal, State, and City applicable regulations, best practices, and policies affecting department activities.

The ability to establish and maintain effective working relationships with City employees, other federal, state, and local governmental representatives, contractors, consultants, vendors, media and the general public is essential.

**Other Requirements:**

Must possess a Valid Florida Class E driver's license.