

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

JOB TITLE: EXECUTIVE DIRECTOR	DIVISION: ADMINISTRATION
SUPERVISED BY: BOARD OF COMMISSIONERS	STATUS: EXEMPT
PAY RANGE: \$120,000 – \$200,000	
<u>Job Summary</u> The Executive Director position for the Riviera Beach Community Redevelopment Agency (CRA) is an executive leadership role that reports exclusively to the Board of Commissioners of the CRA, who also serves as the City Council. This role works closely with the City Manager for Riviera Beach and members of the executive leadership team on both the CRA and City side. The Executive Director position is highly autonomous and involves planning, initiating, directing and administrative responsibilities in handling the day-to-day operations for the CRA. With approximately 29 FTE’s and a budget of \$16,641,758, the agency has the resources and capacity to advance the collective vision of the Board and the community. The goal is to effectively eradicate slum and blight within the CRA District and promote economic growth within the City of Riviera Beach. The Executive Director will be entrusted with spearheading redevelopment activities within the CRA corridor until the conclusion or sunset of the CRA which will be on September 30, 2039. During this period, it is the Board’s desire to see significant redevelopment with the Broadway corridor and the surrounding areas with the CRA. The CRA is actively and continuously pushing for workforce and affordable housing. The salary for this position is competitive with executive leadership in Palm Beach County, with a starting salary of \$120,000 - \$200,000, along with other ancillary benefits. The individual in this role will serve as a teammate with their municipal counterparts to pursue, attract, retain, and develop economic revitalization efforts within the CRA district. This position will be open until 28, 2024.	
<u>Supervision Received/Exercised</u> Work is performed under the supervision of the Board of Commissioners for the Riviera Beach CRA.	

Essential Duties and Responsibilities

1. Manage, plan and execute new and existing developments and capital projects through the CRA budget.
2. Provides oversight of grant programs designed to assist with redevelopment goals within the CRA district.
3. Provides comprehensive knowledge of redevelopment aligned with the CRA Plan.
4. Manages day-to-day operations of the CRA and assigned areas.
5. Negotiates and oversees professional service agreements and resolutions.
6. Assist in the preparation and solicitation of RFQ's, RFP.
7. Oversees and presents the annual capital and operational budget for Board approval.
8. Collaborate with City Departments and leadership on joint initiatives and strategies that leverage City.
9. Manage property acquisition and disposition, real estate negotiations, agency contracts, and loan documents for the agency.
10. Oversees the CRA's affordable housing initiatives and collaboration.
11. Compliant with Florida Statute 163 Part III.
12. Conducts public presentations to the Board, Staff and the Public.
13. Responsible for managing all CRA regular meetings, special meetings, emergency meetings, workshops, etc.
14. Oversees hiring new employees, performance reviews and personnel.
15. Other duties as assigned.

Additional Duties and Responsibilities

Performs all other related duties as assigned. The duties listed above are intended only as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

Knowledge, Skills, and Abilities

- Ability to establish and maintain an affective working relationship with municipal officials and the public.
- Knowledge and ability to retrieve, research, and maintain public records and files.
- Knowledge of professional services contracting, bidding procedures and contract administration.
- Skill in effectively supervising other employees, and professional consultants.
- Skills in budgetary and organizational management.
- Knowledge of business correspondence and report writing.
- Knowledge of local ordinances, comprehensive plans, State statutes, and regional planning regulations.
- Knowledge of the basic functions of Community Redevelopment Agencies.
- Knowledge and experience with Public-Private Partnership developer negotiations and agreements.
- Ability to speak effectively and express ideas clearly in writing
- Ability to effectively utilize technology in improving services. Specifically, must be skilled in use of Microsoft Windows, Word, Excel, PowerPoint, Outlook.

- Ability to plan, organize and implement duties and responsibilities.
- Ability to use good conflict resolution skills.
- Ability to manage complex problems with multiple stakeholders.
- Ability to interpret and apply applicable Federal, State and local laws, rules and regulations related to redevelopment programs.
- Ability to serve the public and fellow employees with honesty and integrity.

Special Requirements

Mandatory pre-employment physical and drug tests. Florida Driver's License required. The Riviera Beach CRA maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.

Minimum Education, Certification, and Experience Requirements

Successfully graduated from an accredited college or university with a Bachelor's Degree in urban planning, economic, business, public administration or a closely related field. Master's Degree preferred. A minimum of ten (10) year's experience in community redevelopment, economic development or closely related field.

Tools and Equipment

All office equipment including but not limited to; Computers and software, calculator, fax machine, and copier.

Physicals Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Although work is performed in an indoor setting, general outdoor assignments will be assigned.

Employee will occasionally be required to reach with hands and arms. Required to stand, walk and use hands to fingers, handle, feel or operate objects, tools, or controls.

The employee must frequently lift and or move up to 10 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.