



Now accepting employment applications for the following position:

COMMUNITY REDEVELOPMENT EXECUTIVE DIRECTOR (full-time/exempt): Highly responsible administrative management of the City of Florida City Redevelopment Agency to include CRA projects and budget as well as managing, planning, economic development and design services to the Florida City CRA area. Responsible for initiating, planning, and coordinating the implementation of redevelopment plans which will include negotiating and managing redevelopment projects, with possible grant writing, design work, and creating and maintaining TIF budget. Prepares, submits and presents reports to the CRA Board and other agencies pertaining to CRA projects. Responsible for acquiring grants-in-aid from State, Federal, and private foundations for activities related to the redevelopment effort. Other duties may be required and assigned.

QUALIFICATIONS REQUIRED:

Bachelor's Degree in Urban Planning, Economics, Real Estate, Business Administration, Public Administration or related field from an accredited four-year college or university. Four or more years of progressively responsible experience in urban redevelopment, housing redevelopment, planning and development, business/public administration, small business development, economic development, business recruitment, and business development or related field. Prior experience in promoting reinvestment in housing and neighborhoods, commercial corridors, and business development. Ability to present technical information clearly, concisely, orally and in writing. Advanced knowledge of the principles and practices of public administration, including budget preparation. Skilled in developing and managing project budget, budget analysis and financial principles. Advanced skills in Microsoft Office Suite. Ability to operate a motor vehicle; must have a valid State of Florida driver's license. Ability to travel periodically as needed.

PREFERRED: Experience with a Community Redevelopment Agency and four years of experience in a CRA management position can substitute for college requirement. Economic Development or Florida Redevelopment Association Academy credentials or certification is preferred.

Must pass background and drug test screening; must be authorized to work in the United States; Equal Opportunity Employer/ Drug Free Workplace; reasonable

accommodation will be made for otherwise qualified individuals with a disability.

Date of Closing: open until filled

Salary Range: DOQ

Benefits to include Florida Retirement System (FRS) pension, vacation/sick leave, 100% paid health insurance premium for employee.

Must complete city application for consideration. Send application and resume by email or U.S. Mail to:

Attn: Human Resources Department

404 West Palm Drive

West Palm Drive

Florida City, Fl 33034

pdirector@floridacityfl.gov

www.floridacityfl.gov

Please contact the Human Resources Dept. at 305-242-8178 if you should have any questions regarding this position.