

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Executive Coordinator

**Location:** 20 N. Swinton Ave, Delray Beach

**Reports to:**  
**Title:** CRA Assistant Director

**Level/Grade:**

**Pay Range:**  
\$45,000-\$65,000

**Type of position:**

- Full-time
- Part-time
- Contractor
- Intern

**Hours:** 40/week

- Exempt
- Nonexempt

### General Description:

This responsible, detail-oriented position involves performing a broad range of functions to assist the Executive Director and Assistant Director in implementing the Community Redevelopment Plan and related activities. This position also performs CRA Board liaison functions and various tasks as assigned.

### Duties & Responsibilities:

- Provides administrative assistance and project support to the Executive Director and Assistant Director.
- Keeps appointment calendars, schedules appointments and travel arrangements on behalf of the Executive Director and Assistant Director.
- Provides assistance on CRA projects, property management, and real estate transactions including solicitation of bids and proposals, contract oversight and related paperwork.
- Implements and executes State regulated Records Management and Retention Program.
- Performs records and file management functions (paper and electronic).
- Acts as CRA Board Liaison, prepares CRA Board Meeting schedule, prepares CRA board Meeting agenda and related paperwork, attends CRA Board Meetings and Workshops, transcribes recorded minutes, and notarizes documents.
- Coordinates and updates CRA Disaster Preparedness Program.
- Types using PC-based word processing software and processes letters, forms, reports, schedules and related paperwork.
- Manage special projects as assigned.
- Provides Florida State Notary Public functions.
- Other duties as assigned.

### Education, Skills & Experience Requirements:

- 2 years of college experience along with a minimum of three (3) years of general clerical experience or equivalent based on experience.
- Knowledge of governmental procedures and operations.
- Ability to prepare and monitor project schedule.
- Ability to communicate well both orally and in writing.
- Ability to keep track of and manage multiple tasks.
- Knowledge of MS Office Systems.
- Ability to type with speed and accuracy.
- Ability to communicate well, both orally and written.
- Ability to handle multiple concurrent tasks and responsibilities.
- Must be self-motivated and proactive.

**Approved by:**

**Title:** CRA Executive Director

10/9/18