

# 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 board meeting schedule, and coordinates preparation of board meeting agenda utilizing agenda preparation software, such as Legistar.
- Attends and participates in CRA Board Meetings and Workshops.
- Coordinates transcription of minutes and maintains accurate records for the meetings.
- Assist with fulfilling Public Records Requests.
- 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.
- Experience with Government Agenda Management software such as Legistar is preferred.
- Knowledge of governmental procedures and operations.
- Ability to prepare and monitor project schedules.
- Ability to communicate well both orally and in writing.
- Ability to keep track of and manage multiple tasks.
- Knowledge of MS Office Systems.
- Able to use PC-based word processing software to prepare letters, forms, reports, schedules and related paperwork.
- Ability to handle multiple concurrent tasks and responsibilities.
- Must be self-motivated and proactive.

**Approved by:**

**Title:** CRA Executive Director

Revised 4/18/19