

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job Title: Community Liaison

Location: Delray Beach

Reports to:

Title: CRA Assistant Director

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

Type of position:

- Full-time
 Part-time
 Contractor
 Intern

Hours: 40/week

- Exempt
 Nonexempt

General Description:

This is clerical work of an administrative nature requiring detailed understanding and knowledge of CRA funding programs and policies. Also, there will be significant outreach with businesses and residents of the CRA District. Tasks assigned may include outreach and communication with the general public, maintenance of records, research, and preparation of reports. This job may require working on evenings and weekends.

General Duties and Responsibilities

- Provide general information on CRA programs and CRA District business opportunities to the general public and make referrals to CRA service providers;
- Provide information or refer individuals to public or private agencies or community services for assistance;
- Monitor, maintain, evaluate records, prepare data, verify training activities and reviews and provide feedback on the effectiveness of CRA funding programs and of assigned projects;
- Responds to both internal and external requests for general information on CRA programs and business opportunities;
- Communicate and gain feedback from stakeholders and service providers from the CRA District;
- Conducts administrative functions including but not limited to assisting in the preparation of the CRA legislative agenda;
- Collaborate with CRA Staff to promote and disseminate information related to business opportunities within the CRA District;
- Researches and compiles information;
- Responsible for timely management to the CRA's database on business activities/trends and opportunities as necessary;
- Files, and projects records to the CRA's file management databases.

Education, Skills & Experience Requirements

- High school or commercial college training, including courses in typing and language proficiency, and considerable (2 – 4 years) experience in general clerical work.
- Excellent oral and written communication skills with the ability to effectively communicate with internal and external parties
- Strong organizational skills with an attention to detail
- Self-motivated, self-starter with the ability to manage multiple tasks and work under pressure to meet deadlines efficiently and effectively with minimal direction
- Strong interpersonal skills with the ability to develop and maintain excellent rapport, and cooperative and courteous relationships with supervisor, co-workers, public officials, city representatives, partner organizations, stakeholders, vendors, businesses, and the general public
- Knowledge of MS Office Systems and Office Suites (Word, Excel, Outlook, Access, Publisher)
- Knowledge of laws, regulations, and practices governing area of assignment
- Must have a valid driver's license and reliable vehicle
- **STRONG PREFERENCE WILL BE GIVEN TO RESIDENTS OF THE CITY OF DELRAY BEACH**

Approved by:

8/11/20

Title: CRA Executive Director