

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Operations Coordinator

Location: 20 N. Swinton Ave, Delray Beach

Reports to:

Title: CRA Assistant Director and CRA Finance & Operations Director

Level/Grade:

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

Type of position:

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

Hours: 40/week

- Nonexempt
- Exempt

General Description:

This is a responsible, detail-oriented position that performs a broad range of functions to assist the Assistant Director and Finance & Operations Director. Responsibilities will include oversight of various contract and agreement requirements, and managing issues related to CRA-owned property. This position is not clerical in nature and requires independent judgment and decision making.

Duties & Responsibilities:

- Ensure review, approval, and execution of contracts and agreements in accordance with established rules and procedures
- Prepare, organize, manage, and maintain contract and agreement records and files, including tracking timelines, performance, and deliverables
- Manage property Purchase and Sale Agreements including obtaining appraisals, following due diligence requirements, updating property schedules and reports, coordinating with Finance on insurance and tax related issues
- Coordinate and manage liability insurance
- Manage property lease agreements for compliance with terms
- Administrative responsibilities relating to condominium associations including board administration, timely collection of dues and fees, and maintaining the property maintenance schedule
- Manage quarterly reports relating to property agreements, City ILA's, and other deliverables relating to financial agreements.
- Assist with duties related to complying with development incentive agreements and CRA grants
- Assist with responding to public records requests
- Assist Assistant Director as needed
- Assist Finance and Operations Director as needed
- Other duties as needed and as assigned

Education, Skills & Experience Requirements:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a related field **and** three (3) years of relevant experience in contract management or contract administration, property management, public administration work **or** an equivalent combination of education and experience beyond a high school diploma. Government or public sector experience is preferred
- 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:

Title: CRA Executive Director