

Delray Beach Community Redevelopment Agency (CRA)

Job Description Form

Job title: Redevelopment Coordinator

Location: 20 N. Swinton Ave, Delray Beach

Reports to:
Title: CRA Assistant Director

Level/Grade:

Pay Range:
\$55,000-\$75,000

Type of position:

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

Hours: 40/week

- Exempt
- Nonexempt

General Description

This responsible, detail-oriented position involves managing and coordinating a variety of CRA-owned property related projects and overseeing all property maintenance functions. Performs day to day communication and management of vendors for completion of property maintenance projects. Work also involves management, surveyance, and maintenance of residential, commercial, public use, and vacant properties. Exercising considerable initiative and independent judgment in formulating scope of work, timelines, and budgets is necessary.

Duties & Responsibilities:

- Coordinates and/or manages multiple projects simultaneously in various phases which may include, contract administration, quality control, inspection, and warranty administration.
- Seeks out and oversees vendors to perform tasks such as landscape maintenance, janitorial services, minor repair work.
- Prepares bid packages and purchase orders.
- Assist with property acquisition process and obtaining appraisals.
- Updates and maintains a database of all CRA owned properties.
- Regular surveyance of CRA owned properties which includes, public parking lots, vacant lots, and leased properties.
- Verifies work is in compliance with contract requirements and applicable regulatory requirements.
- Ability to work on several projects or issues simultaneously and organize project files.
- Assist with planning activities associated with redevelopment and improvement project.
- Assist project management team with presentations to public groups.
- Manage projects and perform other duties as assigned.

Education, Skills & Experience Requirements:

- Associates Degree along with a minimum of two (2) years of planning, real estate, architecture, engineering, building construction or real estate development experience or equivalent based on experience.
- Knowledge of the principles and practices of land development and experience with reading, understanding and interpreting land development code regulations.
- Experience with submitting and processing development and construction permit applications.
- Knowledge of a relevant specialization such as landscape maintenance, land use or affordable housing is desired.
- Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.
- Knowledge of CRA regulations, CCNA, RFP/RFQ, and government procurement policies and procedures for professional services a plus.
- Ability to communicate effectively both orally and in writing.

Approved by:

Title: CRA Executive Director

Revised 12/3/21