

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Operations Coordinator

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

**Reports to:**  
**Title:** CRA Finance & Operations Director

**Level/Grade:**

**Pay Range:**  
\$50,000-\$75,000

**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 Finance & Operations Director in the operations of the CRA. Responsibilities will include oversight of various contract and agreement requirements and human resource functions. This position is not clerical in nature and requires independent judgment and decision making.

### Duties & Responsibilities:

- Assists with Human Resource functions, processing bi-monthly payroll, and processing retirement contributions
- Assist with managing and maintaining contract records and files, including creating vendor form, tracking timelines, performance, and deliverables
- Assist with managing property lease agreements for compliance with terms and collecting and processing payments
- Coordinate and manage liability insurance
- Administrative responsibilities relating to condominium associations including board administration, timely collection of dues and fees, other duties as assigned
- Manage quarterly reports relating to property agreements, City ILA's, and other deliverables relating to agreements
- Assist with preparing financial related agenda items
- Assist with responding to public records requests
- 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, Finance, Accounting, or a related field **or** at least 2 years of 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

**Approved by:**  
**Title:** CRA Executive Director

Updated 4/11/23