

# Delray Beach Community Redevelopment Agency (CRA)

## Job Description Form

**Job title:** Project Administrator

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

**Reports to:**

**Title:** CRA Assistant Director

**Level/Grade:**

**Pay Range:**

\$50,000-\$75,000

**Type of position:**

☒ Full-time

☐ Part-time

☐ Contractor

☐ Intern

**Hours:** 40/week

☒ Exempt

☐ Nonexempt

### General Description

This responsible, detail-oriented position involves performing a broad range of functions to assist the CRA in implementing the Community Redevelopment Plan and related activities. This position also performs other administrative functions as assigned.

### Duties & Responsibilities:

- Provides administrative assistance and project support to the Assistant Director and other staff.
- Assist in coordinating the activities of a project to ensure cost, schedule, document control and quality standards are met.
- Gather quotes and bids from vendors and contractors and prepare bid packet for staff review.
- Assists with the coordination and preparation of land development submittals and processing entitlements and construction permits.
- Assist with review of submittals and estimates with office staff when necessary to clarify details and pricing accuracy.
- Assist with reviewing pay applications, RFI's and change order requests for accuracy, delivery details, dates, invoices, etc.
- Preparing purchase orders (PO's) for various project needs.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- 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.
- Contributes to the development and accomplishments of the CRA Team.
- Confers with developers, engineers, architects, landscape architects, surveyors, and members of the public pertaining to CRA projects.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Manage special projects and other duties as assigned.

### Education, Skills & Experience Requirements:

- Associate Degree along with a minimum of two (2) years of project management, planning, real estate, architecture, engineering, building construction or real estate development experience or equivalent based on experience.
- Knowledge of the principles and practices of construction project management and/or land development planning and experience with reading, understanding and interpreting land development code regulations.
- Experience with submitting and processing development and construction permit applications. Experience with permit expediting a plus.
- Knowledge of a relevant specialization such as 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.
- Some construction industry experience preferred.
- Must have a valid driver's license and reliable vehicle.

**Approved by:**

**Title:** CRA Executive Director

Revised 11/16/23