

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

- Exempt
- Nonexempt

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 assisting with oversight of various contract requirements and overall operations of the CRA. This position is not clerical in nature and requires independent judgment and decision making.

Duties & Responsibilities:

- Assist with managing property lease agreements, including assisting with tenant selection processes, compliance with terms, and collecting and processing payments
- Assist with overseeing and implementing CRA Funding Assistance Programs, including but not limited to intake processes, program administration, and closeout
- Ensures the most current program information is made available through various communication methods, including website, social media, flyers, door hangers, etc.
- Assist with managing and maintaining contract records and files, including creating vendor form, tracking timelines, performance, and deliverables
- Oversee records retention program
- Administrative responsibilities relating to condominium associations including board administration, timely collection of dues and fees, other duties as assigned
- Assist with reviewing and processing quarterly reports relating to property agreements, City ILA's, and other deliverables relating to agreements
- Assist with collecting and maintaining vendor liability insurance certificates
- Assist with preparing agenda items for Board Meetings as necessary
- Assist with responding to public records requests
- 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 **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
- 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 2/11/25