

City of Riviera Beach, Florida
Community Redevelopment Agency Executive Director Position

Advertisement

The City of Riviera Beach is a growing harbor city located along the shores of the Atlantic Ocean in southeast Florida, and has a population of 35,000. The City's municipal beach is one of the finest in the state. Our beautiful sandy beaches make Riviera Beach an appealing place to live work and play. With an average year-round temperature of 75 degrees, our community and visitors provide an interesting, varied mix of young people, families and retirees from just about anywhere.

The Community Redevelopment Agency was established in 1984 to eliminate conditions of blight. The CRA District presently covers 858 acres of the City of Riviera Beach, and is home to a small but thriving Marine Industry, the Port of Palm Beach, and various small Businesses. The Agency is seeking a dynamic executive director to promote local business and economic development through aggressive pursuit of redevelopment and revitalization activities within the Redevelopment Area.

The Executive Director reports to the five member Community Redevelopment Commission, the commissioners are the elected City Council Members representing a City of 35,000. This is a highly visible and responsible position, responsibilities include oversight of all programs, budgets, staff, projects and activities of the Agency, the positions maintains contact and ongoing communications with elected officials, local governments, partners, staff and citizens, and advocates for local business, and community programs and associations.

EDUCATION REQUIREMENTS

Graduation from an accredited college or university with major course work in Business/Public Administration, Engineering, Urban/Regional Planning, architecture or other fields related to municipal community development. A Master's Degree and/or A.I.C.P. Certification is preferred.

EXAMPLES OF WORK

- Prepare or have prepared cost benefit analyses and return on investment analyses on proposed CRA projects as needed.
- Prepare and monitor budgets for individual projects and overall operating budget for the entire program.
- Serve as principal staff person for the Community Redevelopment Agency Board and the Community Redevelopment Agency Advisory Committee.
- Must have excellent negotiating skills and experience, quality judgment, effective oral and written communication skills, and highly-developed interpersonal skills.
- Must be able to analyze and modify department operations, cut costs, and to establish and implement effective policies and procedures that assure efficiency, transparency, and the wise use and protection of city resources.
- Must view protecting the identity and livability of residential neighborhoods as a critical responsibility of the job.

- Develop strategies and actions to make development activities by new or existing businesses attractive by eliminating and/or mitigating conditions detrimental to economic growth and creating conditions favorable to private sector investment and promotion of minority businesses in the district.
- Must possess a strong customer service orientation and sense of personal accountability.
- Oversee the development of social programming and cultural enhancements for social enrichment of the CRA district consistent with the Community Redevelopment Plan.
- Initiate and monitor projects, programs and contracts for public-private partnerships and other activities to include the coordination of design, permitting and land acquisition.
- Package, market and identify alternate financing for redevelopment projects with developers, community organizations, lenders and government agencies.
- Meet with citizens, businesses, homeowners and other community groups as needed to develop new projects. Develop neighborhood, business, and governmental communication networks.
- Monitor yearly property assessments within the CRA district and estimate tax increment revenues.
- Comprehensive knowledge and understanding of state and local guidelines and regulations as they relate to planning, zoning and redevelopment policies, practices and procedures.

(NOTE): The omission of an essential function does not preclude the Commission from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of principles, theory, practices and procedures of urban planning and community redevelopment.
- Good oral and written communication and management skills; considerable skill in the collection, analysis and presentation of technical data and statistics.
- Knowledge of applicable laws, ordinances, standards and regulations of community redevelopment and the ability to apply basic knowledge of economics, architecture, land development, historic preservation, finance and sociology to the process of community redevelopment.
- Knowledge and understanding of the development process including design, impact analysis and financing.
- Knowledge of modern business and municipal administration and/or public administration.
- Knowledge of grant development, writing and administration.
- Strong interpersonal skills with the ability to interface with diverse economic and social groups.

COMPENSATION & RESIDENCY REQUIREMENTS

Compensation for the Executive Director will be commensurate based upon the experience, knowledge and qualifications of the selected candidate. Expected Salary range is \$110,000-\$125,000. Fringe benefits are competitive with the local market. Residency in Riviera Beach will be required.

HOW TO APPLY

The City of Riviera Beach is an Equal Opportunity Employer. Minority and female candidates are strongly encouraged to apply. To apply, send resumes and a cover letter electronically to Doretha Perry (dperry@rivierabch.com), City of Riviera Beach Human Resources Director, no later than January 11, 2009.