

# City of DeFuniak Springs

71 US Hwy. 90 W.  
Post Office Box 685  
DeFuniak Springs, FL 32435



Phone: 850-892-8500  
Fax: 850-892-8506  
TDD: 850-892-8504

[www.defuniaksprings.net](http://www.defuniaksprings.net)

## JOB NOTICE

### EXECUTIVE DIRECTOR – COMMUNITY REDEVELOPMENT AGENCY (CRA)

**Repost Date: March 10, 2022**

**Close Date: Open Until Filled**

**FLSA Status:** Exempt

**Starting Pay Range:** Determined by CRA

#### **Job Summary:**

The Community Redevelopment Agency (CRA) Executive Director is responsible for the management and administration of the operations of the Agency. This position is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, CRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special events and activities, as well as oversees the management and maintenance of CRA-owned and maintained properties. This position also involves extensive contact with government officials, public and private agencies, advisory boards, City staff, and the business community.

#### **Essential Job Functions:**

- Carry out policies established by the CRA.
- Oversee the day-to-day agency operations.
- Carry out and provide management and oversight of assigned projects.
- Develop, recommend, and implement programs, policies, and strategies to carry out CRA goals and objectives.
- Manage the progress of infrastructure projects in the CRA District to ensure compliance with schedules and budgets.
- Responsible for capital project planning and the preparation of the annual budget.
- Coordinate with other public and private entities related to the redevelopment effort.
- Ensure programs, projects, and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approve redevelopment and development plans.
- Oversee business grant programs for the CRA.
- Develop strategies and programs designed to stimulate responsible commercial and industrial activities in the CRA.
- Direct the implementation of economic development programs and planned activities and projects as required.
- Meet with development professionals, City staff, and the public regarding redevelopment activities.
- Responsible for hiring of CRA employees, agents, consultants, experts, legal counsel, as provided for in the annual budget.
- Responsible for the purchase, sale, and disposition of real property in the CRA.
- Represent the CRA at various meetings and functions and make presentations to boards, committees, and the public.
- Coordinate the downtown development and responsible for marketing the CRA District.
- Other duties as assigned by the CRA Board.

#### **Required Qualification(s):**

A bachelor's degree from an accredited college or university, preferably in business administration, public administration, urban planning, finance, construction management, or related field. Five (5) years of progressively responsible redevelopment experience in urban planning, real estate development, project coordination, or economic development is required. Three (3) years of supervisory experience required. Requires a valid driver license.

#### **Preferred/Desirable Qualification(s):**

A Master's Degree in business administration, public administration, urban planning, finance, construction management, or related field is preferred. Prior successful employment in municipal government. Florida Redevelopment Association certification desirable. Municipal government experience is preferred.

*An equivalent combination of education, training and experience may be considered by the City Council in lieu of the above listing of qualifications, training, and experience.*

Applications may be obtained by visiting the City's website at [www.defuniaksprings.net](http://www.defuniaksprings.net) or City Hall, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433. For more information, please contact the human resources department at 850-892-8500x119.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

---

## City of DeFuniak Springs CRA – Executive Director

---

**FLSA STATUS:** Exempt  
**SUPERVISORY STATUS:** Supervisory

**DEPARTMENT:** CRA  
**REPORTS TO:** CRA Board

### **JOB SUMMARY:**

The Community Redevelopment Agency (CRA) Executive Director is responsible for the management and administration of the operations of the Agency. This position is a highly responsible position that oversees a wide variety of redevelopment and economic development activities that include fiscal operations, policy making, capital project administration, CRA program management, redevelopment plan implementation, property acquisition, business incentives, new business development, business attraction and retention, special events and activities, as well as oversees the management and maintenance of CRA-owned and maintained properties. This position also involves extensive contact with government officials, public and private agencies, advisory boards, City staff, and the business community.

### **POWERS AND DUTIES:**

*The following statements describe the principal functions of this job and its scope of responsibility but should not be considered an all-inclusive listing of work requirements.*

- Carry out policies established by the CRA.
- Oversee the day-to-day agency operations.
- Carry out and provide management and oversight of assigned projects.
- Develop, recommend, and implement programs, policies, and strategies to carry out CRA goals and objectives.
- Manage the progress of infrastructure projects in the CRA District to ensure compliance with schedules and budgets.
- Responsible for capital project planning and the preparation of the annual budget.
- Coordinate with other public and private entities related to the redevelopment effort.
- Ensure programs, projects, and plans are carried out in accordance with City ordinances, applicable federal and state laws, and approve redevelopment and development plans.
- Oversee business grant programs for the CRA.
- Develop strategies and programs designed to stimulate responsible commercial and industrial activities in the CRA.
- Direct the implementation of economic development programs and planned activities and projects as required.
- Meet with development professionals, City staff, and the public regarding redevelopment activities.
- Responsible for hiring of CRA employees, agents, consultants, experts, legal counsel, as provided for in the annual budget.
- Responsible for the purchase, sale, and disposition of real property in the CRA.
- Represent the CRA at various meetings and functions and make presentations to boards, committees, and the public.
- Coordinate the downtown development and responsible for marketing the CRA District.
- Other duties as assigned by the CRA Board.

### **CORE COMPETENCIES:**

- Thorough understanding and comprehension of the CRA.
- Advanced knowledge of principles, practices, methods, and theories of planning community redevelopment as it relates to municipal community development, including strategic planning, finance, business development, acquisition sourcing, and government contracting.
- Advanced knowledge of Florida Redevelopment law, specifically F.S. Chapter 163, the Community Redevelopment Act.
- Advanced knowledge of laws, ordinances, regulations, and statutes that govern urban planning functions.

- Advanced knowledge of community redevelopment functions, growth management, and land development legislation.
- Thorough understanding and comprehension of theory, principles, practices and techniques of organizational design and development, long-range planning, public administration, public financing, financial administration, program, and policy formulation.
- Thorough understanding and comprehension of essential functions and operations of the CRA.
- Knowledge of state and federal grant programs.
- Advanced knowledge of the principles and practices of public administration, including budget preparation and personnel management.
- Advanced knowledge of the Florida Building Code requirements.
- Advanced knowledge of accounting, accounts management, and fundraising.
- Stay informed and up to date on social, political, and environmental issues influencing program development and administration in the DeFuniak Springs community and CRA district.
- Skilled in economic development and community redevelopment.
- Maintain composure and judgement while working under pressure, with frequent interruptions, and meeting deadlines.
- Skilled in project management.
- Proficient in use of Microsoft Office products, computers and of modern office practices and procedures.
- Communicate effectively verbally and in writing with the public, employees, department heads, other governmental agency representatives, and City officials.
- Adaptability to meet multiple competing deadlines and possess strong organizational skills, including attention to detail.
- Establish and maintain effective and constructive working relationships with elected officials, department directors, subordinates, community and civic organizations, the general public, and the media.
- Plan, integrate and direct a broad range of complex services and programs.
- Perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
- Understand, interpret, explain, and apply public policy, city, state and federal laws and regulations governing the conduct of CRA operations.
- Communicate proposals and recommendations clearly and logically in public meetings.
- Maintain managerial flexibility to implement decisions and actions.
- Handle sensitive and confidential information with discretion.
- Travel occasionally for meetings, training, or career development.
- Ability to plan, assign, direct, and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes, and regulatory standards applicable to the work.
- Ability to review, understand and render opinions and recommendations regarding ordinances, land development legislation, codes, special requests and applications, and other information as may be determined.

#### **QUALIFICATIONS, TRAINING AND EXPERIENCE:**

##### **Required Qualification(s):**

A bachelor's degree from an accredited college or university, preferably in business administration, public administration, urban planning, finance, construction management, or related field. Five (5) years of progressively responsible redevelopment experience in urban planning, real estate development, project coordination, or economic development is required. Three (3) years of supervisory experience required. Requires a valid driver license.

##### **Preferred/Desirable Qualification(s):**

A Master's Degree in business administration, public administration, urban planning, finance, construction management, or related field is preferred. Prior successful employment in municipal government. Florida Redevelopment Association certification desirable. Municipal government experience is preferred.

*An equivalent combination of education, training and experience may be considered by the City Council in lieu of the above listing of qualifications, training, and experience.*

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

*The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Physical Demands:**

Requires the ability to coordinate hands and eyes using modern office equipment and must have moderate levels of eye/hand/foot coordination. Requires use of hand/fingers to handle, feel, and operate objects, tools, or controls such as keyboard; and reach with hands and arms. Specific vision abilities require close vision and ability to adjust focus. Requires the ability to differentiate colors and shades of colors and the ability to talk and hear. Must be able to lift and/or move up to twenty-five (25) pounds. Physical demands are in excess of sedentary work; requires prolonged periods of standing. Occasionally required to stand, walk, stoop, kneel, and crouch.

**Work Environment:**

Typical work environment will be in an office setting. The noise level is usually quiet to moderate. Occasionally exposed to outdoor weather. Requires occasional travel representing the city at meetings, in various professional associations, or for training and career development.

**This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_