

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** CRA Administrator  
**Department:** City Manager  
**Division:** Community Redevelopment Agency  
**Job Code:** 1055  
**Grade:** S23  
**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general direction of the City Manager this is a highly professional and administrative position responsible for promoting economic and community development for the City of Stuart Community Redevelopment Area and associated initiatives. Incumbent is responsible for the administration of the Community Redevelopment Agency (CRA) plan including formulating, coordinating, monitoring and reporting the progress of various projects. An employee in this class exercises independent judgment and acts as the City's CRA liaison with community groups, residents, business owners, investors, and the media. This function will provide a leadership role in the assembly and development of land to fulfill the vision of the Community Redevelopment Plan coordinating necessary efforts with county and state offices. Duties include direction and supervision of support staff, as required. Work is reviewed through written reports, conferences and observations, for adherence to established policies, laws, regulations, departmental rules and in achieving established goals.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Coordinates and directs all CRA activities, serves as principle staff liaison to the Community Redevelopment Agency, Community Redevelopment Board and City Commission.
2. Directs, implements and supervises the execution of projects which fulfill established CRA plans.
3. Prepares and presents budgets, reports and programs to the CRA boards and City Commission.

**CRA Administrator Community Redevelopment Agency - continued**

4. Works with business owners and investors to accomplish development of CRA areas and develops special initiatives and incentives for business investment within the CRA. Prepares documents soliciting development proposals.
5. Researches and submits CRA grant awards; assists in acquisition and maintains CRA bond instruments.
6. Leads the assembly and development of land to fulfill the vision of the Community Redevelopment Plan.
7. Plans and implements economic development initiatives within the CRA.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

Bachelor's degree from an accredited college in public or business administration or related field and five years project management or professional planning, or management experience including supervisory background; or equivalent combination of successful technical training and professional planning experiences or community management.

Must possess a valid Florida Driver's license.

**B. Knowledge, Abilities, and Skills:**

Knowledge of effective project management techniques.

Knowledge of modern principles and practices of community development and redevelopment planning, modern urban and environmental planning.

Knowledge of land economics, real estate, urban design and other related subjects as applied to community development.

**CRA Administrator Community Redevelopment Agency - continued**

Knowledgeable in budget preparation, research, reporting and related tasks.

Knowledge of laws, ordinances and codes relating to land use plans.

Knowledge of comprehensive plan, land development regulations, and city ordinances.

Ability to establish and implement programs while working independently and in a team environment.

Ability to work professionally and tactfully with department officials, the general public, community leaders and regulatory agencies.

Ability to communicate effectively, orally and in writing.

Ability to read, understand and interpret site/floor plans and/or legislative regulatory requirements communicating effectively with staff and the general public.

Ability to analyze, review and prepare various materials making sound decisions and reports.

Ability to supervise and assist employees with job duties.

Skill in the use of various types of equipment and tools such as computers, printers, calculators, and other equipment and tools.

Skill in computer usage including software programs, spreadsheets, and data base for statistical reporting.

**C. Physical Requirements:**

Task is essentially sedentary with frequent walking, standing, bending, pulling, pushing, reaching, stooping, and moderate lifting (30 pound) items; with standard dexterity in the use of fingers, limbs or body in the operation of office tools and equipment. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions.

**E. Sensory Requirements:**

Task requires color perception and discrimination.

Task requires sound perception and discrimination.

Task requires texture perception and discrimination.

Task requires visual perception and discrimination.

Task requires oral communications ability.

Task requires depth perception and discrimination.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
City Manager

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee