

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CRA COORDINATOR (Job Code 328).

GENERAL STATEMENT OF JOB

Under the general direction of the Community Redevelopment Agency (CRA) Executive Director or designee, the CRA Coordinator performs a broad range of office support functions ranging in difficulty from moderate to complex for the CRA office. Employees in this class generally possess extensive CRA and/or municipal knowledge and excellent clerical skills.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Provides administrative assistance to CRA Executive Director and CRA staff on all matters.

Assists CRA staff with on-going projects.

Assists CRA staff with entering CRA meeting agenda items in Granicus or other agenda software system.

Assists CRA Board members, CRA property management, CRA tenants, the general public, and City of Margate staff with regard to CRA matters.

Attends CRA Board meetings and is responsible for ensuring all the meeting records are properly recorded and that all back-up is properly executed.

Swears in witnesses, property owners, and personnel at board meetings.

Maintains CRA records and general files including retention and disposition of records in accordance with State of Florida records schedules.

Maintains accounting schedules and records as needed.

Coordinates the completion of all statutorily-required reports and submits same accordingly.

Prepares and places ads for legal notices. Schedules meetings, workshops, travel arrangements and related issues.

Complies with Florida Public Records laws and acts as the department's primary contact for the coordination and completion of public records requests.

Types using PC-based word processing software and processes letters, forms, reports, schedules, manuals, booklets, purchase orders and related paperwork. Retrieves data for reports.

In conjunction with the City Communications and Marketing staff, prepares press releases, and other promotional materials for the CRA and CRA related projects.

Flexible hours, evening and weekend hours may be required.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by college-level courses in advanced office support functions; with a minimum of five (5) years full-time work experience; Must possess and demonstrate an advanced level of competency in Microsoft Office programs (i.e. Word, PowerPoint, Excel, and Outlook); familiar with the internet and to do research.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks are essentially sedentary with some walking, standing, bending, and stooping, and some lifting and carrying objects of light to moderate weight (5-15 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information including giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to communicate efficiently and effectively in standard English.

Intelligence: Requires the ability to apply common sense understanding to perform repetitive tasks.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of advanced office support functions.

Knowledge of report and file keeping principles and techniques.

Knowledge of filing principles and methods.

Knowledge of business English, the application of such to a variety of formats and styles, and editing principles and techniques.

Knowledge of standard office and secretarial practices and procedures.

Skilled in both written and oral communications for effective expression and clarity.

Skilled in setting up and maintaining orderly files.

Ability to work independently, follow written and verbal directions; problem solving skills.

Ability to use, spelling and punctuation of the English language as well as in letter and report composition.

Ability to record and transcribe dictation and meeting minutes in a neat, organized and efficient manner.

Ability to perform research and to prepare item documentation.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff, other departments, and the public.

Ability to analyze, organize, and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date