

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CRA PROJECT SPECIALIST (Job Code 326).

GENERAL STATEMENT OF JOB

Under supervision of the Executive Director, this position is responsible for professional level work related to the management of projects that implement the vision of the Margate Community Redevelopment Agency (CRA) to eliminate and prevent the development or spread of slum and blighted areas within the City of Margate; the reduction or prevention of crime; provision of affordable housing; and redevelopment to areas within the District, or any combination or part thereof; in accordance with the Margate Community Redevelopment Plan. This position will require considerable initiative and independence to follow through with directives of the CRA Executive Director or designee.

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.

Prepares and processes reports, files, documents, agendas and other material as necessary for various CRA projects. Identifies and develops scope and budget for new projects. Assists in the preparation of annual work program and assesses revenue sources, annual operating and capital budgets.

Performs all aspects of project management for projects; develops plans, detailed project scopes, technical specifications, and cost estimates; prepares permit applications to obtain all necessary permits; assists in preparation of contract documents and bid packages. Performs field inspections of projects. May be in charge of several projects at the same time.

Assists with the management of major construction projects, including preparation of requests for proposals, bid openings, and contract awards; issuance of work authorizations; review of construction schedules, product submittals, shop drawings, testing results, change order requests, and invoices; performs construction inspections; coordinates with other CRA and City staff and contractors; ensures compliance with contract documents and regulations; ensures timely deliverables; oversees project budgets. Investigates and responds to issues identified by contractors, CRA staff, City staff, or citizens.

Works with CRA staff to solicit projects for bid; reviews and evaluates bid proposals; checks references; makes recommendations on award. Obtains price quotes from contractors, manufacturers, and suppliers. Monitors project costs, tracks expenditures, reviews and approves billing invoices, and maintains cost records.

Assists in the management of CRA rental properties.

Ensures that legally required recordkeeping and monitoring is accomplished for assigned projects.

Reviews all projects and programs for compliance with all applicable ordinances, codes, laws, and regulatory standards applicable to the work. Performs research and develops Standard Operating Procedures (SOPs) as needed.

Works effectively with CRA staff, other governmental agencies, as well as, outside consultants and experts to facilitate the projects, programs, goals, and objectives of the CRA. Evaluates and reports to various boards and staff on project execution and progress. Participates in various development review and pre-development meetings to provide information and guidance applicable to the CRA.

Assists with the purchase and maintenance of necessary equipment.

Attends meetings as required.

Prepares and delivers written and oral presentations on capital projects for a variety of audiences including the CRA Board, City Commission, CRA staff, and City staff; provides information on project proposals, plans, status and costs; answers questions; responds to inquiries; resolves complaints.

Assists in the preparation of annual budget and CRA annual report, as well as providing information for the annual audit.

Coordinates and prepares initiatives including research and creating parameters that are specific to the area (incentive programs/marketing initiatives/budget).

Assists in and provides input for marketing initiatives including collaterals, events, award applications, press releases, programs, and e-newsletter articles.

Ensures all initiatives/goals are in direct correlation with the MCRA Plan and FS 163 Part III.

Oversees service contracts including preparation of quotes, bids, and requests for proposals for services including engineer, architectural, design, and various general service contracts; provides input on designs and plans; prepares items for CRA board presentation/approval; participates in RFP selection committees and bid openings; provides on-site visits and walk thru with engineer, architect, or contractor.

Amends CRA grant applications as warranted, works with grantees on applications and preparation, and prepares reimbursements upon project completion.

Operates a personal computer, City vehicle, and general office and field equipment as necessary to complete essential functions, to include the use of field inspections, calculations, word processing, spreadsheets, database, or other system software.

Performs general administrative and clerical duties in support of assigned responsibilities, including preparing correspondence, entering and retrieving data using automated information systems, and answering telephones.

Maintains a comprehensive, current knowledge of applicable laws, regulations, and standards; maintains an awareness of new construction methods, materials, inspection practices; trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Finance, Construction Management or closely related field.

One year of experience in planning, project coordination, or economic development is required. Municipal government experience preferred.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing; 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. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and/or city administration operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization. Requires the ability to apply principles of rational systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control. Requires the ability to provide oral presentations.

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

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 filing documents.

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 not require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

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, e.g. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, practices, methods and theories of planning community redevelopment as it relates to municipal community development, including strategic planning, business development, acquisition sourcing, and government contracting.

Knowledge of laws, ordinances, regulations and statutes that govern urban planning functions.

Knowledge of redevelopment, growth management and land development legislation.

Ability to resolve problems or situations that require the exercise of sound judgment.

Knowledge of the principles and practices of public administration, including budget preparation and personnel management.

Knowledge of the Florida Building Code requirements.

Skilled in preparing clear and concise written reports.

Skilled in interpreting and implementing policies and procedures.

Skilled in budget analysis and financial/accounting principles.

Skilled in Microsoft Office Suite.

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, or other information as may be determined.

Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

Ability to communicate professionally verbally, in writing, and in presentations.

Ability to provide excellent customer service to internal and external customers, including coworkers, management, elected officials and residents.

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