

**CITY OF HOLLY HILL
JOB DESCRIPTION**

JOB TITLE: REDEVELOPMENT COORDINATOR

DEPARTMENT: COMMUNITY SERVICES (COMMUNITY REDEVELOPMENT)

GENERAL DESCRIPTION:

Professional and administrative work responsible for the development and implementation of the City's Community Redevelopment Area program. Under administrative direction, the purpose of the position is to provide administrative support to the Community Services Director in all aspects of the City's Community Redevelopment Area. Position requires considerable interaction with administration officials, department administrators, and the public. Functions in the area of redevelopment, economic development, grantsmanship, public information and community services within the Community Redevelopment Area. Work is performed with meaningful independence and latitude in judgment within established policies, procedures, rules and regulations.

ESSENTIAL FUNCTIONS:

(Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment of the position.)

1. Coordinates implementation of the adopted Community Redevelopment Area Master Plan and assists in coordinating related capital and special projects.
2. Confers with department and division heads in working out detailed plans of functions.
3. Coordinates development within the redevelopment area; reviews comments with other City department heads, explains procedures and requirements for action before the Redevelopment Board, and prepares City Commission agenda reports and action items for redevelopment issues. Responsible for all Redevelopment Board meetings, agendas and staff reports.
4. Attends meetings with the Community Redevelopment Board, Volusia County CRA officials, conferences, committee and staff meetings for the purpose of providing administrative assistance to the Community Services Director; provides recommendations concerning subjects under discussion.
5. Responsible for the preparation and presentation of annual reports regarding Community Redevelopment Area.

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ESSENTIAL JOB FUNCTIONS (cont.)

6. Administers the City's Community Redevelopment Area reimbursement grant program.
7. Develops alternative funding sources that may support redevelopment programs. Writes grant applications according to format required and submits applications to funding agency or foundation.
8. Supervises or assists in the preparation and coordination of all materials for publicity and press releases, marketing, and promotion efforts. Participates in Community Redevelopment sponsored special events. Interfaces with the tourism community.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components
- Ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.
- Ability to perform addition, subtraction, multiplication, and division, calculate decimals and percentages; interpret graphs; utilize descriptive statistics.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.
- Ability to interpret ordinances, laws, policies and procedures and to properly apply them to development projects and similar activities.

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EDUCATION AND EXPERIENCE:

Progressively responsible supervisory and managerial experience in municipal administration activities for a Community Redevelopment Area in a moderately sized municipal organization. Bachelor's degree in Business or Public Administration, Finance or related field, with a minimum of five (5) years as a Community Redevelopment Coordinator or Director is required.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida driver's license

ESSENTIAL PHYSICAL SKILLS

Acceptable eyesight with or without correction. Acceptable hearing with or without aid. Standing, walking. Ability to communicate orally, graphically and in writing. Ability to access, input and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS

Works primary inside in an office environment but includes occasional work outdoors.

RESIDENCY REQUIREMENTS

In accordance with the City's Charter, all employees shall reside within Volusia County, Florida, or if outside of Volusia County, Florida, within thirty (30) driving miles of the municipal limits of Holly Hill, Florida.

November 2011