

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: CRA OPERATIONS MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop, manage and implement redevelopment and economic revitalization programs and project within the CRA boundaries as identified in the Community Redevelopment Plans or work programs. Coordinates assigned activities with other Division/Departments, manages and monitors expenditures of the CRA budget. Provides staff assistance to the Office of the County Administrator and the Community Redevelopment Boards.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.

Prepares and present the Community Redevelopment Agency (CRA) work program projects/updates to the CRA Board; responds to questions and requests for additional information from the Board; obtains approvals for the CRA Program; and implements program plans and projects.

Reviews, prepares and presents construction plans, designs, and specifications pertaining to program projects; designs, drawings, or maps associated with proposed or approved projects for presentation; makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of program project development to the CRA Board and/or management for review and approval

Obtains necessary permits and other applicable authorization for capital projects; prepares documentation and applications for needed permits such as storm water and environmental resources permit; secures permits; evaluates, supports or directs environmental permitting strategies; and ensures compliance with applicable regulations, standards and requirements.

Prepares written reports regarding redevelopment activities, and proposes projects and makes public presentations to elected officials/CRA Board.

Coordinates redevelopment activities and projects with other governmental agencies, private-sector developers, funding agencies.

Coordinates the planning and implementation of economic development and redevelopment projects including public improvements and monitoring status of engineering work and planning processes.

Coordinates the selection and manages consultants as maybe necessary to assist the CRA with specialized redevelopment, economic development, financing and legal services.

Collier, County, Florida • CRA Operations Manager

Prepares and delivers written and oral presentations on capital projects for a variety of audiences including civic groups, Chamber of Commerce, local boards and /or commissions, and other interested organizations; provides information on project proposals, plans, status and costs; answers questions; responds to inquiries; and resolves complaints.

Prepares Annual Report for the Redevelopment Agency as required by State law.

Monitors project construction for quality control and to ensure that the CRA project objectives are being met.

Identifies, prepares and presents grant opportunities to secure funding for various capital projects, administer awarded grants and ensure compliance with grant requirements.

Monitors project costs; tracts expenditures; reviews and approves billing invoices; and maintains costs records.

Maintains files/records of project documentation, contracts, construction drawings, and other departmental records.

Operates a motor vehicle, personal computer, drafting tools, survey instruments, camera, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics, computer-aided design (CAD), e-mail, Internet, or other computer programs.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct projects and work activities; initiates orders for new/replacement materials.

Communicates with supervisor, County officials, employees, other departments, attorneys, engineers, designers, consultants, contractors, developers, vendors/suppliers, utility companies, state/federal agencies, the public, community organizations, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends various meetings and hearings, serves on committees, and makes presentations as needed.

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

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or picking up/delivering project documents.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Civil Engineering, Construction Management, Landscape Architecture, Environmental Engineering, Architecture, or a related field; supplemented by six (6) years previous experience and/or training that includes project management, construction supervision, budget administration, contract administration, and experience in specific area of assignment, which may include utilities engineering, transportation engineering, traffic engineering, landscape design/management, environmental program administration, stormwater management, facilities management, solid waste engineering project management (solid waste processing, disposal, transfer, and recycling facilities) or other area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Florida Driver's License with any applicable endorsements and maintain eligibility requirements and endorsement(s) to drive a County vehicle as provided in CMA 5805. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, traffic hazards, or bright/dim light.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.