

Job Classification:

**CRA Administrator
(Community Redevelopment Agency)**

Job Code:

1051

Minimum Preparation for Work:

- ✓ Graduation from an accredited college or university with a Bachelors Degree in planning, public administration, business administration or related field, and;
- ✓ Three (3) years of experience in public administration or public agency setting to include program development and administration.
- ✓ Master's Degree and one (1) year of experience or an equivalent combination of specifically related education, training, and experience may be substituted.

Necessary Special Requirements:

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Nature of Work:

This is highly responsible professional administrative work directing the activities of the Community Redevelopment Agency.

An employee in this class is responsible for planning, directing and coordinating the work of professional, technical, and non-professional employees. Work involves the application of professional and administrative knowledge. General direction is received from the City Council and the Mayor. Work is reviewed through periodic conferences and not an evaluation of plans, reports and accomplishments.

Essential Job Functions:

- Plans, directs and coordinated the activities of the Community Redevelopment Agency.
- Prepares budget estimates and controls expenditures of the Agency.
- Formulates policies and regulations.
- Coordinates the design of projects; reviews work in progress and upon completion.
- Initiates and promotes Agency activities.
- Supervises professional and non-technical staff.
- Acts as a liaison with Federal, State, local and other agencies.
- Establishes and maintains a wide span of communications encompassing various facets of the community.
- Performs other work as directed by the City Council and the Mayor.

Knowledge, Skills and Abilities:

- Knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in the specified field.

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- Knowledge of pertinent Federal, State and local laws and ordinance governing the activities of the operation.
- Knowledge of City procedures, policies, rules and regulations.
- Ability to plan, organize and implement projects.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to do technical research and to write clear and concise reports.
- Ability to establish and maintain effective working relationships with associates and the general public.

The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mental and Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

Work Environment:

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.

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