



CITY OF PORT ST. LUCIE
invites applications for the position of:

Community Redevelopment Project Manager

SALARY: Depends on Qualifications

OPENING DATE: 04/26/19

CLOSING DATE: Continuous

POSITION SUMMARY:

The City of Port St. Lucie is an equal opportunity employer.

This position is Essential and is required to report to duty before, during, and immediately after a civil emergency.

Professional work assisting the Community Redevelopment program. Under limited supervision, performs professional, technical, and administrative work in coordinating the redevelopment activities of the City of Port St. Lucie Community Redevelopment Plan. Work is performed under the direction of the Community Redevelopment Director and City Manager's Office, and is reviewed annually by the CRA Board.

ESSENTIAL DUTIES:

The following duties are illustrative for this position. The omission of specific 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.

- Manages interdisciplinary projects of medium to high complexity, serves as a team member or as a project manager (team leader) on multi-disciplinary teams consisting of staff professionals, including Planners, Engineers, Surveyors; as well as key staff within Finance and Procurement.
- Coordinates the processing of high, priority, multi-discipline real estate disposition and capital improvement projects, including:
 - Makes recommendations to the Director relative to management and disposition alternatives and specific elements of real estate transactions;
 - Reviews common real estate contracts, including leases, purchases and sales agreements; develops agreements and leasing agreements.
 - Reviews appraisals for factual accuracy and consistency with other similar properties.
 - Prepares analyses of various real estate disposition decisions - leasing; financing; hold/sell.
 - Contract management of real estate dispositions, development agreements, consulting and other agreements.
 - Constant monitoring of available properties and their status along the disposition process.
- Coordinates the operation of the CRA and serves as staff to the City of Port St. Lucie Community Redevelopment Agency Director and board.
- Reviews proposals related to redevelopment area and processes zoning and land use petitions as needed in coordination with the Planning and Zoning Department and the City Manager's Office.
- Implements long-range planning and goal setting work programs; coordinates and prepares grant applications; and coordinates contracts with consultants for capital improvements.
- Implements tools for community redevelopment, including new zoning standards or development projects.
- Assists the public and Community Redevelopment Agency area stakeholders; answers questions and provides information accordingly.
- Serves as CRA liaison to assist new and existing business in applying for zoning approvals, land use changes, permits and occupational licenses.
- Assists in evaluation, drafting and implementation of new rules, procedures, policies, reports and documents
- Attends and conducts formal and informal meetings and makes presentations to various boards and committees.
- Assists with compiling and preparing agency annual budget, annual report, and correspondence concerning redevelopment related matters; and assists with managing the expenditure of department funds and maintenance of department records.
- Reviews proposals related to redevelopment area, and processes zoning and land use petitions as needed in coordination with Planning and Zoning Department and the City Manager's Office.
- Responsible for working with City Management to promote and market the City of Port St. Lucie through a variety of advertising mediums.
- Generates and nurtures professional and ethical working relationships with private developers, realtors, business leaders, banking and financial leaders, professional associations, state and local government leaders, professional services providers, and other community leaders.
- Researches, proposes, tests and implements innovative approaches to conducting projects to enhance quality and cost effectiveness.

- Responsible for marketing community wide presentations and events related to the CRA as funding allows.
- Prepares written reports regarding redevelopment activities and proposes projects and makes public presentations to elected officials/CRA Board.
- Identifies opportunities for improving departmental and organizational effectiveness, regulatory conformity and service performance. May recommend changes in administrative policies, organizational structure, programs, methods and procedures which are in the interest of the CRA.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, and Ability to:

- Understanding of the real estate development process, including design, regulatory requirements, and financing.
- Understanding of local redevelopment history, neighborhood plans and land use regulations.
- Knowledge of project management software; Microsoft Office (Word and Excel) software.
- Knowledge of the functions of a Community Redevelopment Agency (Florida Statutes, Chapter 163, Part III).
- Knowledge of economics, municipal finance, and sociology as applied to public planning and redevelopment.
- Skill in the areas of urban planning and real estate.
- Skill in the operation of a PC and keyboard.
- Skill in public speaking.
- Ability to interpret laws, rules and regulations pertaining to planning and CRAs.
- Ability to present ideas and findings clearly and concisely in writing, orally or graphic form.
- Ability to lead, guide, direct and motivate employees.
- Ability to establish and maintain effective working relationships with employees, other City officials, professional contacts and the general public.
- Excellent interpersonal skills.
- Ability to plan, assign, delegate, and direct work of project management staff.
- Ability to conduct special studies, analyze and interpret findings, and prepare and effectively present factual reports.
- Ability to develop long-term plans and programs and to evaluate work accomplishments
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with elected officials, charter officers, department heads, representatives of other agencies, advisory boards, city employees, CRA employees and the general public.

Education and/or Experience: Graduation from an accredited college or university with a bachelor's degree in Public Administration, Business Administration or a related field. Minimum of five (5) years of senior level planning and real estate related experience. Prior experience working with developers, consultants and real estate is required. A comparable amount of training, education or experience may be substituted for the minimum qualifications.

Certificates, Licenses, Registrations: Valid Florida Driver's License and maintenance of clean driving record.

PHYSICAL DEMANDS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally exposed to outdoors weather conditions; required to walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofpsl.com>

Position #201900966
COMMUNITY REDEVELOPMENT PROJECT MANAGER
NG

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Community Redevelopment Project Manager Supplemental Questionnaire

- * 1. Do you have at least a Bachelor's Degree (B.A. or B.S.) from an accredited college or university with a major in Public Administration, Business, Administration, or a related field?

- YES
- No

* 2. Do you have a valid driver's license?

- Yes
- No

* 3. Do you have at least five (5) years of senior level planning and real estate related experience?

- Yes
- No

* 4. If yes, please explain your experience.

* 5. Do you have prior experience working with developers, consultants, and real estate?

- Yes
- No

* 6. Please explain your experience.

* Required Question