



OMNI CRA POSITION: Executive Director

SALARY: D.O.Q.

OPENING DATE: February 28th, 2022

CLOSING DATE: March 6th, 2022

JOB DESCRIPTION:

This is an executive level position responsible for directing, planning, and administering the operations of a Community Redevelopment Agency (CRA).

The Executive Director is a highly responsible position of the CRA that entails the fiscal operations, policy making, capital project administration, CRA program Management, Redevelopment Plan Implementation, property acquisition, business incentives, new business development, business attraction and retention, special events and activities as well as oversees the management and maintenance of CRA-owned and maintained properties.

The Executive Director position works with supervisors; develops procedures and implements policies; develops the budget and manages cost controls; and develops short and long-term plans and goals. This position involves extensive contact with government officials, public and private agencies, advisory boards, City of Miami staff and the business community. The Executive Director attends various meetings including some in the evenings and/or on weekends. The Executive Director also performs other specialized tasks as assigned.

Essential Job Functions:

The following duties and functions, as outlined herein, are intended to be representative of the 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.

- Responsible for carrying out the policies established by the CRA Board which oversees the renewal and implementation of the redevelopment of the Community Redevelopment Area
- Oversees the day-to-day agency operations
- Provides management oversight of assigned projects as well as supervision and coordination of projects assigned to other staff
- Develops, recommends, and implements programs, policies, and strategies to carry out CRA goals and objectives
- Manages the progress of infrastructure projects to ensure compliance with schedules and budgets
- Responsible for capital project planning and preparation of annual budget
- Coordinates with other public and private entities related to the redevelopment effort
- Ensures that programs, projects, and plans are carried out in accordance with redevelopment plan pursuant to Chapter 163, Part III, Florida Statutes, and applicable City, County, and federal laws.
- Develops financing plans and agreements with public agencies and appropriate private parties for redevelopment projects
- Responsible for the acquisition, sale, disposition of real property in the CRA
- Oversees and directs outside grant application programs for the CRA
- Represents the CRA on various boards and community organizations
- Prepares and reviews Board agenda items, contracts, RFPs, and other legal and administrative documents to implement redevelopment projects
- Works collaboratively and strategically with City of Miami administration and departments to move the City/CRA forward while building on a strong history of careful planning, aesthetics, and quality of life
- Participates in, and travels to, business recruitment events, trade missions, conventions, and trade shows as needed and appropriate
- Responsible for the hiring of CRA employees, agents, consultants, experts, legal counsel, and others as provided for in the annual budget
- Develops the talents of a qualified staff, ensuring professional and courteous service from all employees in support of the CRA's mission, values, customers, and stakeholders



- Manages various consultant contracts and affiliations with maximum results while requiring a minimum of CRA resources
- Other duties as assigned by the CRA Board

Minimum Requirements:

Bachelor's degree and extensive (8 – 12 years) experience in the field. Considerable (2 – 4 years) experience as a high-level administrator is also required.

OR

An equivalent combination of education and experience beyond a Bachelor's degree.

Valid Florida Driver's License.

SUBMITTALS: PLEASE SUBMIT COVER LETTER, RESUME, AND ANY SUPPORTING MINIMUM REQUIREMENTS TO BMIN@MIAMIGOV.COM.

EQUAL OPPORTUNITY EMPLOYER

The Omni CRA is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the CRA 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.