

NORTHEAST FLORIDA REGIONAL COUNCIL POSITION DESCRIPTION

Position: **Manager: Community Development Program**

Reports to: Deputy Chief Executive Officer

Responsibilities

This is a management position supervising several programs – Planning & Growth Management, Economic Development, the Transportation Disadvantaged Program and other relevant projects and programs.

- Provides overall direction and supervision to program staff, which may include assigning projects and tasks, conducting performance evaluations, developing, monitoring, and training employees, and assisting in hiring decisions.
- Provides oversight and senior level direction in the implementation of internal operations, including programs and contracts, management of deliverables, timelines and budgets, and compliance with all applicable local, state, and federal codes and guidelines for all program areas under your direction.
- Develops and maintains internal and external relationships, participates in a variety of meetings, committees, or activities as it relates to program areas and NEFRC business. This includes liaising with local, State, and Federal agencies.

Duties

1) Community Development Program:

- Responsible for the oversight of Planning and Growth Management initiatives and the provision of technical assistance to local governments, including comprehensive plan updates, zoning changes, etc. This includes GIS and mapping services.
- Knowledge and experience working with Florida's community planning and growth management policies and related Florida Statutes, specifically with Comprehensive Plans (Ch: 163, Part II).
- Responsible for the oversight and coordination of the Transportation Disadvantaged Program and related transportation planning.
- Responsible for the oversight and direction of the Economic Development program, including the Comprehensive Economic Development Strategy, a requirement of the Economic Development Administration (EDA) funding received each year. This includes EDA grant technical assistance and economic modeling using REMI.
- Responsible for the oversight of the recently established Community Visioning Program, targeting visioning and community engagement services for the Region's municipalities.
- Coordinate with other program managers on projects that cross disciplines and professional backgrounds, including staffing assignments.
- Cultivate and manage relationships with partners and stakeholders to ensure active engagement and participation in NEFRC initiatives and actions for successful outcomes.

- In coordination with the Deputy CEO and CEO, identify new sources of revenue (including grant opportunities) and areas for collaboration throughout the Region, including how to tackle persistent issues across the Region
- 2) Other Agency Program Assistance
- Attend all relevant meetings. Follow up items to be coordinated with immediate supervisor.
 - Provides project support to various Council programs, i.e., Resiliency, Emergency Preparedness, and Healthcare Coalition, etc. as needed.
- 3) Other Duties as Assigned.

Knowledge, Skills & Abilities

- Strong leadership skills, with an emphasis on facilitation and collaboration among diverse stakeholders.
- Demonstrated success in mentoring staff.
- Managing programs and projects with a diverse set of funding agencies and reporting requirements.
- Developing and implementing new programs and projects.
- Knowledge and experience working with Florida's growth management policies and related Florida statutes, specifically with Comprehensive Plans (Ch: 163, Part II).
- Strong written and verbal communication skills, including experience working directly with state and local elected officials and staff, community groups and other related agencies.
- Ability to lead community engagement with an emphasis on strong facilitation and community visioning techniques.
- Ability to build consensus, think strategically and anticipate future trends and challenges.
- Demonstrate strong project management capabilities: plan, organize, direct and delegate the development of projects and maintenance of programs, including financial management (budgeting).
- Ability to resolve differences among competing points of view.
- Must have a valid Driver's License

Education/Experience

- Minimum: Bachelor's Degree from an accredited college or university with major course work in Urban Planning, Public Administration, or related field supplemented by eight (8) years of experience which includes 2-3 years of progressively responsible supervisory and management experience.
- Preferred: Master's Degree from an accredited college or university with a major in Urban Planning, Public Administration, or related field supplemented by five (5) years of experience; or a combination of education and experience that provides the knowledge, skills, and abilities for this job.
- AICP certification is preferred.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of the Chief Executive Officer.