

**WESTGATE/BELVEDERE HOMES
COMMUNITY REDEVELOPMENT AGENCY (WCRA)**

Position: Project Manager
Salary: \$55,000 – 65,000
Location: 1280 N. Congress Ave., Suite 215
West Palm Beach, Florida 33409
Full Time

DEADLINE June 12, 2015

Please note: Those who applied for the Senior Planner position by the April 17, 2015 deadline will also be considered for this position.

Resumes will be accepted by e-mail to Sharon Sheppard, ssheppar@pbcgov.org until June 12, 2015. For more information, contact Sharon Sheppard via email or at 561-640-8181.

The Westgate/Belvedere Homes Community Redevelopment Agency (www.westgatecra.org), is seeking to employ a highly motivated senior planner with architectural background to perform planning tasks that promote redevelopment activities in the CRA. Primary responsibilities will include:

Planning:

- Review and make recommendations to ULDC and Comp Plan items related to redevelopment in general or WCRAO
- Attend and speak at all PBC DRO, ZC, and BCC meetings and hearings
- Review, make recommendations, monitor implementation of all private initiated development proposals and ULDC and Comp Plan amendments
- Review programming, site analysis, building design, proforma and/or preliminary cost estimates for all redevelopment projects in the WCRAO
- Meet with public and offer alternative design and use evaluation for development proposals
- Draft ULDC Amendments for WCRAO, assist in training sessions to County staff on implementation of proposed amendments

Grant Management:

- Application and management of grants from inception to close out of projects
- Manage WCRA's Site Development Assistance Grant Program
- Perform design analysis and/or feasibility study for WCRA projects
- Manage grant/project files and documents, hard copies and electronic, for public records and auditing requirements
- Develop and manage formal and informal bid documents for WCRA

- Develop preliminary budget/proforma and schedule for WCRA projects

Marketing:

- Manage WCRA's website and FB Page
- Create collateral pieces, graphics, brochures, costumes, cards, promotional flyers, and press releases as needed by WCRA
- Develop continuing education programs and assists with promotional events, speakers, and press coverage for various WCRA projects (e.g. ribbon cutting, grand opening, etc.)
- Develop promotional materials for panel discussions and speaking engagements at FRA conferences, public and educational outreach, and other professional associations' events
- Develop awards submissions for WCRA
- Attend and provide input at economic development forums

Required Knowledge, Skills, and Experience :

- 5-Year Professional Degree in Architecture , 4-Year Bachelor Degree in Engineering, Master Degree in Planning, Urban Studies, Building Construction, or Business Administration Degree or Juris Doctorate in Law from accredited college or university
- Minimum 5 years professional experience in Land Use, Land Development, Landscape Architecture, Architecture, or Building Construction project management, or Real Estate Development
- Minimum 2 years of supervisory experience
- Professional licenses and certifications and familiarity with Palm Beach County ULDC and Westgate CRA Zoning Overlay preferred

WCRA is an equal opportunity employer