

DSNID – Project Manager

Focus Area

Management of the Downtown South Neighborhood Improvement District (see attached map).

Position Description

Under the guidance of the Downtown South Neighborhood Improvement District's (DSNID) Advisory Council; the DSNID project manager will be responsible for directing and managing the following: planning activities, project coordination, performance of the activities associated with the DSNID Area's Growth Management Plan and the Taxing District's infrastructure development activities. This work is to be done with an emphasis on DSNID's infrastructure improvements program and coordination with SoDo Main Street's business growth activities. All of which will lead to economic revitalization and significant job growth; all within the context of economic development and infrastructure improvements to the area.

Primary Goals and Objectives

- Creating and Managing the Taxing District's Financial Plan and Infrastructure Development Program;
- Coordination with the Main Street program;
- Helping Land Owners and Business Owners find ways to develop their land, including common utility improvements between properties facilitated by the DSNID;
- Educating District Advisory Council members regarding other financing mechanisms such as: Special Benefit Assessment Areas (SBAA), Municipal Service Taxing Units (MSTU), etc;
- Applying for Grant's from various Private, NGO and Governmental Organizations;
- Supporting the DSNID Plan activities with City Department Heads and coordinating with the CAO's office;
- Serving as the District's representative on the City's TRC to review proposed development projects in the District; and,
- Representing DSNID's activities within the community as well as regionally and nationally;
- Manage programs and physical improvements that implement the findings of the various Vision Plans for the area (Orange/Michigan Special Plan and Vision Plan, South Downtown Vision Plan, South Orange FDOT Study, etc.).

Major Areas of Responsibility

This position reports to Director of Economic Development and is responsible for the following and other duties as may be determined by the DSNID Advisory Council from time to time:

- Develop an annual Program of Work for implementing a district revitalization program focused on: enhanced entitlements, comprehensive financial plan, infrastructure development, design guidelines and development standards, business promotion and organization.

- Participate in an Annual Meeting between the DSNID Advisory Board and the SoDo Main Street Board of Directors to ensure collaborative efforts between the two organizations.
- Attend and operate DSNID Advisory Council meetings, work on implementation of the CIP of the DSNID and include it in the Annual Program of Work.
- Represent DSNID at City Council meetings, and throughout the community.
- Become thoroughly familiar with all persons, institutions and regulations directly or indirectly involved in the commercial district and develop strategies for maximizing the community's human and economic resources.
- Develop and conduct continuing public awareness and education programs designed to enhance appreciation of the DSNID's economic development potential, architecture, history, green space and other amenities to foster an understanding of the DSNID's goals and objectives.
- Keep the program constantly in the public eye locally through the use of cable TV, public speaking engagements, media interviews and other community outreach activities.
- Promote the District as a "laboratory" or testing ground for innovative programs and infrastructure that is high-tech, "green", "smart" or otherwise cutting edge.
- Be responsible for all administrative aspects of operating the office including record keeping, budget development and monitoring, report preparation as required by the City, and DSNID Advisory Council. This task also involves working with the City Clerk on the preparation of DSNID Advisory Council and Committee meeting agendas, Treasurer's reports, taking minutes of those meetings and posting notices of those meetings in accordance with the open meetings act of Florida.
- Be responsible for implementation of capital improvement projects that have been approved by the DSNID Advisory Council and by the City Council, as appropriate, including preparing and issuing Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs) and/or writing grant applications and then managing the project through completion including receipt of "as built" plans as appropriate.

Job Requirements

Desirable education and experience: a Bachelor or Master degree in urban planning, Public or Business Administration or similar relevant field (such as Economics); and at least 4 years of experience in an increasingly responsible position or positions which involved duties similar to those described above. Extensive experience in development project management is essential with responsibilities for plan management and development implementation. A detailed understanding of long range financial planning, capital improvement programming and annual budget process is essential. Experience with the State of Florida Growth Management legislation, Growth Management Planning, Land Development Codes and Ordinances, etc., is desirable.

A successful candidate will demonstrate through education, job experience, and voluntary experience the following:

- Experience in managing a similar Public District to the DSNID Program described above, and experience with actual redevelopment of an area operating with an organization such as a: CRA,

CDD, MSTU, Special Benefit Assessment Area, Private Land Owner developments, etc. is desirable.

- Experience in detailed financial planning and program implementation through Public Bonding and/or Private long range financing and loans is a requirement. Understanding the complexity of the interrelationship of multiple sources of financial revenue is essential.
- Experience in either or both private and public development and redevelopment is desired. Special consideration shall be given to applicants with experience with both large scale and small scale/infill redevelopment and development.

Knowledge and/or experience in:

- Knowledge of basic business management procedures and practices to effectively control the DSNID financial operations within budget and policy guidelines.
- Knowledgeable of and experience with Florida's growth management and redevelopment laws and programs.
- Skill in the use of Microsoft Office software for word processing, spreadsheet, powerpoint and presentation purposes and in the use of desktop publishing and web page software.
- Skill in developing and using effective public relations and community promotion techniques.
- Skill in communicating both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences.
- Skill in building and maintaining effective working relationships with public officials, business owners, property owners, various professionals, community groups and the general public along with the ability to influence others to work cooperatively for larger goals and the common good of the district and City overall.
- Ability to effectively meet all deadlines.

Education

- Completion of Bachelor Degree program in relevant fields required, and a minimum of four (4) years of relevant experience.
- Completion of Graduate Degree in relevant field preferred.
- Significant experience in managing community redevelopment agencies, development, special projects within City Planning, and financial planning capabilities preferred.
- Professional accreditations (AICP, CNU-A, P.E., etc) preferred.

SALARY RANGE: \$60,299 min. - \$77,272 midpoint - \$94,244 max.