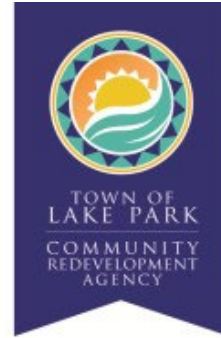


Town of Lake Park



JOB DESCRIPTION

Position: Community Redevelopment Administrator
Department: Community Redevelopment Agency (CRA)
Pay Range: \$118,452.72-\$189,524.36
Pay Grade: 170
FLSA Status: Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every job duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

POSITION SUMMARY:

The Community Redevelopment Administrator will manage Community Redevelopment Agency employee(s) and will report to the CRA Executive Director and the Lake Park CRA Board. The Community Redevelopment Administrator is responsible for the day-to-day management and operations of the Lake Park Community Redevelopment Agency (CRA). This includes fiscal oversight, capital project administration, redevelopment program management, property acquisitions/disposition, economic development initiatives, and activates intended to improve the physical, economic, and social character of the CRA districts. The Administrator ensures compliance with the CRA Redevelopment Plan, Florida Statutes Chapter 163, Part III, and all applicable local, county, state, and federal regulations. This position is a highly professional and administrative position that participates in executive level discussions and decision-making in a variety of areas, most particularly, but not limited to, redevelopment, community planning, and economic development. The position also serves as an “ombudsman” and advocate for master plan and redevelopment projects within the Town’s CRA Area to resolve problems with downtown redevelopment projects and facilitates smooth and timely completion of those projects. Works proactively with established business associates within the CRA to solicit input and promote CRA projects and initiatives. Position reports to the CRA Executive Director and takes policy director from the CRA Board as authorized through formal votes and consensus direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepares long range and short-range redevelopment plans, capital improvement programs and application in accordance with all applicable laws and Town policies. This includes CRA Plan amendments, updates, and works with the Community Development Director on changes to Ordinances to facilitate development initiatives within the CRA boundaries.
- Collaborates with Town Department Directors and staff to accomplish CRA goals and objectives.
- Monitors private development projects within the CRA and creates and updates revenue projections for the CRA based upon this new development/redevelopment.
- Oversee daily CRA operations, program execution, and staff management.
- Prepare and manage the CRA operating and capital budgets.
- Coordinate infrastructure improvements, redevelopment projects, and capital investments.
- Lead property acquisition, disposition, and negotiations for CRA holdings.
- Conduct financial analyses, market studies, and pro forma evaluations.
- Develops and evaluates RFPs/RFQs for development and professional service contracts.
- Administer grants and funding programs supporting redevelopment priorities.
- Provide technical guidance to the CRA Board and advisory committees.
- Present regularly to the Town of Lake Park Commission, boards, agencies, and community groups.
- Serve as liaison to businesses, property owners, and stakeholders.
- Performs other job related duties as directed.

KNOWLEDGE, SKILLS & ABILITIES:

- Advanced knowledge of redevelopment law including F.S. 163, Part III.
- Expertise in urban planning, land use, zoning, infrastructure planning, and economic development.
- Strong understanding of municipal budgeting, capital programming, and financing tools.
- Experience with public-private partnerships, development negotiations, and incentive structuring.
- Ability to analyze complex financial, economic, and statistical data.
- Strong written, verbal, and public presentation skills.

MINIMUM QUALIFICATIONS:

- Bachelor's degree public planning, administration, business planning, real estate, or related field.
- At least three (3) years of experience in redevelopment, planning, economic development planning, or real estate development.
- Strong writing and communication ability including formal reports and RFPs.
- Must have a valid Florida Driver's License.

PREFERRED QUALIFICATIONS:

- Master's degree in public business administration, administration, economics, or planning
- Experience with capital projects, public-private partnerships, and redevelopment financing.
- FRA Redevelopment Professional or Redevelopment Associate Certification.

WORK ENVIRONMENT:

Tasks of this position may require exposure to adverse environmental conditions (i.e. dirt, cold, rain, fumes). This position regularly makes decisions that could lead to major community or organizational consequences within the CRA.

PHYSICAL DEMANDS:

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Additionally, the following physical abilities are required: feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, speaking, standing, talking, visual acuity, and walking.

The Town provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender/sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, marital status, military status, genetic information or any other legally protected status. This philosophy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, recall, transfer, leave of absence, compensation, and training.

How to Apply:

This position is open until filled. First review of applications will take place on March 9, 2026.

Please submit employment application to the Human Resources Department at:
humanresources@lakeparkflorida.gov

Applications can be downloaded from the Town's website at www.lakeparkflorida.gov.

Lake Park Town Hall
535 Park Avenue
Lake Park, Florida 33403

Important: All applicants are subject to a criminal background check.

For more information, contact (561) 881-3300.