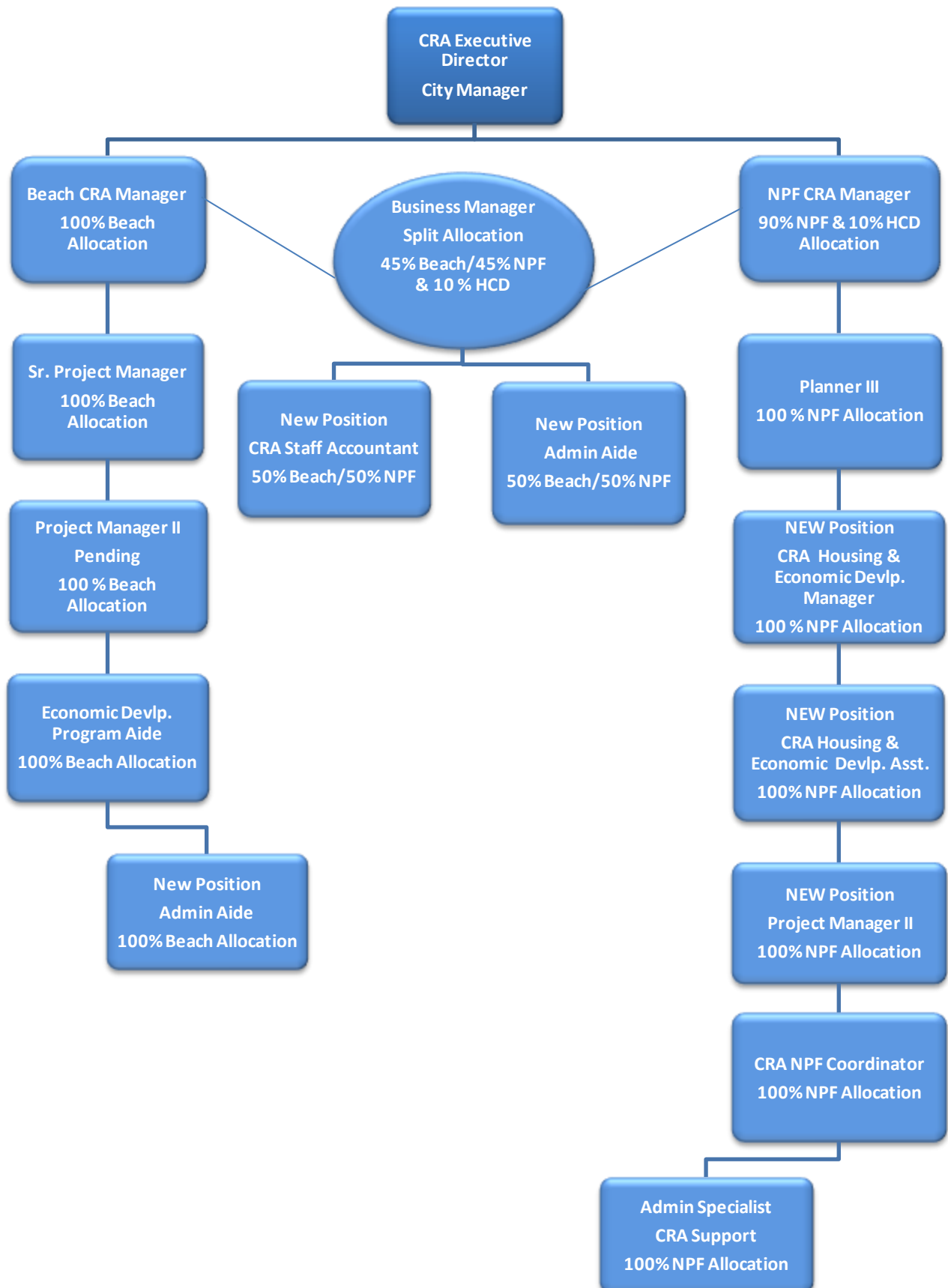


Community Redevelopment Agency
Recommended Organizational Chart 2016



❖ **CRA Business Manager - Salary Range (\$65,894.40 - \$104,332.80)**

This is responsible financial and administrative work of considerable difficulty in financial administration, and day to day financial operations for the Community Redevelopment Agency, Business Improvement District and Housing and Community Redevelopment Division. Work involves the direct supervision of professional, supervisory, and clerical personnel responsible for financial processes and procedures as well as daily operations. Responsibilities include: project budgetary control, capital and operating budgets, purchasing/inventory, customer service, processing vendor payments, expenditures, project and grant funding; financial administration of the Community Redevelopment Agency, and working with various elected and appointed boards. The employee plans, organizes, directs, and controls the work of the financial personnel. An employee in this class must work effectively with Area Managers, other City employees, boards, and the general public. Work is reviewed through a variety of internal checks, periodic conferences, audits, study of regular and special reports, and general observation.

Examples of Work include: Review accounting and auditing reports, capital requisitions, contracts, grants and payroll changes for accuracy and conformance to federal, state, and local requirements. Responsible for reviewing and approving payments for capital improvement projects and vendor related expenditures. Monitor financial reports to ensure that shared revenues are being appropriately apportioned. Serve as liaison to auditors regarding financial management and accounting practices. Monitor and allocate purchase card transactions and adhere to procurement policies and procedures. Participates in the formulation, preparation and control of a department or a large division budget; compiles revenue and expense projections, and periodic financial and operating reports; Suggest changes to charges, rates, and city ordinances. Consults with and advises management regarding policies, procedures, funding requests, expenditure levels, revenues, budget justification and narratives, cost cutting alternatives, and budget problems and procedures. Analyze billing levels for consistency with costs and conformity to applicable regulations, and analyzes and interprets trends for budgetary and planning purposes. Forecast the impact of department's capital improvement budgets and recommend short and long-term financial strategies. Perform related work as required.

❖ **CRA Admin Aide - Salary Range (\$41,350.40 - \$55,702.40)**

This is administrative staff work assisting a managerial staff in directing, analyzing and coordinating administrative activities, in conducting research and proposing solutions to administrative problems. An employee in this class is responsible for performing administrative assignments of more than average difficulty, which may include clear point, Human resource Analysis, and relieving a superior of office management functions; processing and maintaining a variety of fiscal and operating programs and procedures; overseeing administrative activities of a specialized nature; participating in budget development and control; and other fiscal and operating functions.

Under direction, employee is required to exercise considerable initiative and independent judgment and to work effectively with the public, city officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of assignments in accordance with municipal and departmental rules, regulations,

procedures, and ordinances. Work is reviewed through conferences, observation, reports submitted and results obtained.

❖ **CRA Staff Accountant- Salary Range (\$41,350.40 - \$55,702.40)**

This is responsible supervisory or independent complex financial and specialized accounting work of more than average difficulty. Work may involve responsibility for supervising and distributing work to a small staff of subordinate employees in a complex accounting activity such as payroll, payables, receivables, billing, etc. In the absence of supervisory responsibilities, more advanced accounting work requiring the application of more varied procedures and more frequent use of independent judgment is involved.

Work detail includes compiling, maintaining and auditing diversified statistical legal, purchasing, and accounting records. Specific duties may vary according to the work area assigned. An employee in this class works under the direction of a supervisor; however, independent judgment and use of acquired knowledge and skills is exercised in the performance of established accounting and complex clerical tasks. Work is subject to verification by a variety of internal automatic checks and periodic audits and reviews.

Employee must have considerable knowledge of the principles and practices of accounting and ability to apply this knowledge to work situations. Employee must also have knowledge of the laws, rules and regulations controlling budgetary, fiscal record keeping, and the ability to perform work involving written or numerical data to make arithmetical calculations rapidly and accurately.

❖ **CRA Housing & Economic Development Assistant- Salary Range (\$57,648.40-79,518.40)**

This is professional and administrative work that includes the planning, design, and construction of capital improvement projects as well as oversight of a wide variety of projects. This position supports managing and inspecting engineering construction projects or transportation and mobility projects within the Community Redevelopment Agency.

Employees in this class authorize and monitor the implementation of municipal engineering or transportation and mobility projects. A major emphasis is monitoring the work of engineering and architectural consultants and contractors engaged in the design and construction of a wide variety of annual projects such as sidewalks, asphalt repaving, and speed humps; neighborhood landscape, signage, drainage, and lighting improvements; park improvements; electrical upgrades or mobility projects. Additionally, this position may support key staff members with the implementation of major capital programs and efforts related to maintenance of traffic (MOT) coordination of private or public projects. Work requires project management skills and the ability to effectively communicate and negotiate with outside consultants and contractors. Responsibilities include the management, via construction teams, of numerous projects simultaneously in various stages of development including planning, consultant selection, design, construction management, inspection and warranty administration.

❖ **CRA Project Manager II- Salary Range (\$70,262.40 - \$99,320.00)**

This is responsible technical work of more than average difficulty informing property owners of new construction or rehabilitation programs, ensuring that they meet the construction or

rehabilitation program requirements, and coordinating new construction as well as rehabilitation work with the property owner and contractors. Additionally, it will include administrative work of more than average difficulty managing and inspecting municipal public works and utilities operations construction projects within the City

Employees in this class authorize and monitor the construction of complex municipal engineering and utilities projects. A major emphasis is monitoring the work of engineering, architectural and utilities consultants and contractors engaged in the design and construction of a wide variety of City buildings, infrastructure, and related facilities. Work requires advanced project management skills and the ability to effectively negotiate with outside consultants and contractors. Responsibilities include the management, via construction teams, of numerous projects simultaneously in various stages of development including planning, consultant selection, design, construction management, inspection and warranty administration.

Additionally, an employee in this class inspects and evaluates properties to make sure they meet city codes and housing codes; informs property owners of the Housing and Commercial Construction Programs; prepares work specifications and cost estimates for improvements or new construction; reviews construction work in progress; and authorizes payment as each phase of construction is completed. The employee exercises reasonable initiative and independent judgment in performing assignments under the general direction of an assigned supervisor.

Employees perform a broad range of work assignments requiring the exercise of considerable initiative and independent judgment in assuring that activities meet high standards of service, are performed with the maximum effective use of resources, and that work is accomplished in accordance with accepted technical standards and in compliance with applicable rules, regulations and laws. The employee in this class may supervise subordinate professional and paraprofessional staff and inspectors. Work is reviewed by a Senior Project Manager via conferences with the employee, through study of reports submitted, by direct observation and by the degree of achievement of established goals, objectives, timeliness of project completion, and work plans.

Examples of work include: Inspections and evaluations of new structures and condition of structures to be rehabilitated in accordance with applicable codes and desires of property owners; provides technical assistance on all phases of construction. Prepares drawings for construction or rehabilitation of business facilities, single family or multi-family housing; determines construction material and labor specifications for projects; estimates cost of project, including materials and labor, with consideration given to market conditions. Monitors all phases of construction while in progress to assure adherence to proper construction methods and materials' specifications, and to ensure compliance with the City Building Code and applicable programs. Coordinates and monitors alterations, additions and deletions to the project.

Work is evaluated through inspection while in progress and/or upon completion, consultation and reports submitted.

CRA Housing and Economic Development Manager - Salary Range (\$70,948.80 - \$112,361.60)

This is responsible professional and supervisory work of considerable difficulty involving the division activities related to housing development, business development, attraction and retention, business outreach, and business and industry marketing aligned with Community Redevelopment Agency (CRA) and City initiatives. This employee will administer high profile projects and business

development initiatives as set forth in the CRA Plan and/or City(s). Assists as necessary with other related activities and performs related work as required.

An employee in this position may supervise subordinate personnel engaged in a variety of activities that may include any or all of the following: housing development, strategic initiatives, business outreach, business development, redevelopment incentives, business expansion and attraction, and/or neighborhood business district activities.

The employee exercises considerable initiative and independent judgment in the performance of duties. Work is reviewed through observation, conferences with the employee and by evaluation of work projects.

Other CRA Information:

- NPF CRA Project Manager II position budgeted for 2 months.
- Financial Management Analyst Position Budgeted at 7 months \$50,675 will be eliminated and promoted to Business Manager.