

RESOLUTION

R-04-40

**RESOLUTION ESTABLISHING AUTHORIZED STAFFING
LEVEL CHANGE FOR THE PLANNING DEPARTMENT**

WHEREAS, the Board of County Commissioners of Manatee County did, by Resolution dated 14 October 1976, establish staffing levels by classification by Department for Departments under the direct jurisdiction of the Board, and

WHEREAS, it has been determined that alterations to these staffing levels are deemed necessary and appropriate for budgetary, classification and workload reasons,

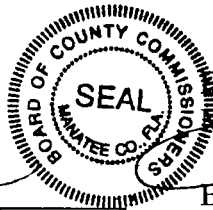
NOW THEREFORE BE IT RESOLVED that authorized overall staffing levels shall be revised as follow (to be effective the beginning of the first pay period following Board approval):

<u>DIVISION</u>	<u>CLASSIFICATION</u>	<u>PAY GRADE</u>	<u>ANNUAL PAY RANGE</u>	<u>AUTHORIZED FROM - TO</u>
<u>PLANNING DEPARTMENT</u>				
Comprehensive Planning (Base Key: To be determined)				
	Community Redevelopment Area (CRA)			
	Coordinator	22	\$43,514 - \$66,477	0 - 1
DEPARTMENT TOTAL:				65 - 66
OVERALL STAFFING LEVEL:				1,767 - 1,768

ADOPTED in Open Session, a quorum present and voting this 6TH day of January, 2004.


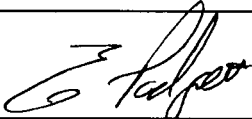
ATTEST:

By: Susan Shore
R. B. Shore, Clerk of the Circuit Court



BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA
By: Steve W. Helmer
Chairman

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT Staffing Level Increase CRA Coordinator	TYPE AGENDA ITEM Consent
DATE REQUESTED January 6, 2004	DATE SUBMITTED/REVISED December 30, 2004
BRIEFINGS?/WHO? None	CONSEQUENCES IF DEFERRED Delay in posting position
DEPARTMENT Planning Department DIVISION Comprehensive Planning	AUTHORIZED BY Carol B. Clarke, AICP TITLE Planning Director 
CONTACT PERSON Michael R. Wood, AICP Comp. Planning Adm. TELEPHONE/EXT Ext. 6831	PRESENTER/TITLE Michael R. Wood, AICP Comp. Planning Adm. TELEPHONE/EXTENSION Ext. 6831
ADMINISTRATIVE APPROVAL 	APPROVED IN OPEN SESSION

ACTION DESIRED	JAN 06 2004
INDICATE WHETHER ¹ REPORT or ² DISCUSSION, ³ FORM OF MOTION, or ⁴ OTHER ACTION REQUIRED:	
BOARD OF COUNTY COMMISSIONERS MANATEE COUNTY, FLORIDA	
Adoption of staffing resolution (R- 04-40), authorizing staffing level increase within the Comprehensive Planning Division of the Planning Department , for a Coordinator of the Community Redevelopment Areas.	

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)
Manatee County Personnel Policy

BACKGROUND/DISCUSSION
In December 2003 Manatee County established two Community Redevelopment Areas (The 14 th St. West CRA and The South County CRA).
Manatee County also established tax increment financing for each CRA to be used to implement the respective redevelopment plans.
Revenues from each CRA will be used to fund the salary of the CRA Coordinator.
The Coordinator will reside within the Comprehensive Planning Division of the Planning Department to best coordinate redevelopment efforts.

HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED ? Indicate "NO" or "YES" @ right. No

If "NO," proceed to 1A/1B below. If "YES," proceed to 2A/2B below

1) IF "NO" TO ABOVE ,

A) PLEASE EXPLAIN BELOW: (see also following section 1B re: contract, agreement, lease, etc.)

Standard staffing resolution was prepared by the Human Resources Department.

B) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF LAST USE @ RIGHT: N/A

2) IF "YES" TO FIRST QUESTION IN THIS SECTION,

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

N/A

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED; IF NOT, PLEASE EXPLAIN. A COPY OF FINAL COUNTY ATTORNEY MEMO RE THIS MATTER MUST BE ATTACHED (If comments were verbal, so indicate.)

N/A

<p>ATTACHMENTS: (List in order as attached)</p> <p>1. Staffing Resolution (R-04-40)</p> <p>2. Position Description</p>	<p>INSTRUCTIONS TO BOARD RECORDS:</p> <p>Signed copies to Planning Department – Michael Wood and HR – Ila Shepard</p>
<p>COST N/A</p>	<p>SOURCE (ACCT# & NAME) N/A</p>
<p>COMMENS N/A</p>	<p>AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A</p>

NON-EXEMPT

Job Code: XXX-XXX-D
Pav Grade: 22

POSITION DESCRIPTION

Position: **COMMUNITY REDEVELOPMENT AREA (CRA)
COORDINATOR**
Reports To: Comprehensive Planning Administrator
Department: Planning
Division: Comprehensive Planning
Section:

Date: *12/16/03-D*
Analyst: I. Shepard
Reviewed By: M. Wood
Approved By: C. Clarke

CHARACTERISTICS OF THE CLASS:

Under direction of the Comprehensive Planning Administrator, or designee, incumbent is principally responsible for the management and oversight of designated Community Redevelopment Areas (CRA's). Responsibilities associated with implementation of respective community redevelopment plans include, but may not be limited to, day-to-day operations and planning, budgeting, capital acquisitions and financial control, public relations, real estate negotiations, administering professional service contracts, and capital planning. Position must effectively work with respective advisory groups and the Community Redevelopment Agency. Work involves building and maintaining relationships among stakeholders through coordination of activities with local businesses, development community, citizens, schools, County departments and other agencies, which affect the redevelopment activities within the CRAs. Position requires employment of collaborative methods to accomplish goals. Position also requires exercise of considerable independent judgment, initiative, tact, and diplomacy.

Note: The job duties illustrated are intended only as examples of the type of work performed by incumbent(s) assigned to the classification. Omission of specific duties does not exclude them from a position if the duties are similar, related, or a logical assignment to the position. Duties that are not normally performed by the classification may be occasionally or temporarily assigned based on departmental needs. The essential job functions for positions are identified and included with the personnel requisitions submitted by the departments.

EXAMPLES OF DUTIES:

1. Implements redevelopment plans for designated redevelopment areas.
2. Conducts data collection and provides analysis as needed.
3. Prepares, or assists with preparation of, annual budgets for CRA's.
4. Promotes CRAs as appropriate to meet redevelopment goals.
5. Serves as staff liaison to CRA Advisory Boards.
6. Seeks grants and other funding sources to implement redevelopment goals.
7. Assists in planning and implementation of community redevelopment and related activities to encourage rehabilitation and reinvestment.
8. Makes recommendations regarding program development and implementation of community redevelopment activities.
9. Coordinates implementation of redevelopment plans with other governmental agencies and the private sector.

COMMUNITY REDEVELOPMENT AREA COORDINATOR – Continued

10. Creates reports, maps, and identifies trends.
11. Attends and conducts public meetings during and after normal working hours.
12. Attends Board of County Commissioner and Community Redevelopment Agency meetings.
13. Prepares and makes public presentations.
14. Performs other duties as requested.

REQUIREMENTS:

A. Training and Experience

Bachelor's degree from an accredited college or university in urban planning, economics, public administration, business, or closely related field. Minimum of five (5) years experience in economic development, finance, real estate redevelopment, community planning, public administration, or related field. Prior budgetary and grant-related experience highly desired. Valid Florida driver's license. Equivalent combinations of education and experience may be considered.

B. Knowledge, Abilities and Skills

Knowledge of principles, practices and techniques of urban planning, public administration, and economic development.

Knowledge of financial practices relating to real estate and development.

Knowledge of procurement procedures, finance procedures, and budgeting methods.

Knowledge of Local, State, and Federal laws related to planning, development, redevelopment, and Special Districts as defined by Ch. 189, FS.

Knowledge of principals and practices in local government planning.

Knowledge of, and ability to apply, statistically valid research methods.

Ability to identify trends and draw sound conclusions from data gathered.

Ability to manage multiple responsibilities and tasks simultaneously.

Ability to prepare and critique applications relating to development financing.

Ability to maintain and establish effective working relationships with supervisors, associates, County officials, and the general public.

Ability to communicate clearly, concisely and effectively, orally and in writing.

Ability to make effective public presentations in a professional manner.

Ability to work outside normal work hours.