

City of Orlando
DDB/CRA Assistant Director

SALARY	\$44.15 - \$57.92 Hourly \$91,832.00 - \$120,473.60 Annually	LOCATION	Orlando, FL
JOB TYPE	Full Time	JOB NUMBER	24-156
DEPARTMENT	Economic Development	DIVISION	Community Redevelopment Agency
OPENING DATE	03/09/2024	CLOSING DATE	3/22/2024 5:00 AM Eastern

Description



Who We Are

Orlando, The City Beautiful

For most of Orlando's history we've been the place everyone wants to visit. Today, we're also the place where everyone wants to live and do business. List after list has Orlando as one of the fastest growing cities in America. We're transitioning from our role as the young upstart to a more mature, global city.

This didn't happen by accident. Together as a community, we developed a shared vision for our city focused on creating partnerships and we've transformed Orlando from a place that was packed with potential into a city on the rise.

Our vision ensures we are an inclusive, compassionate community that is generating jobs, becoming the most sustainable city in the nation, keeping our community safe, making it easier to get around, and increasing the quality of life. Together, we can continue realizing all our city's potential.

Come be part of our community with the City of Orlando.

NATURE OF WORK:

Under the direction of the Downtown Development Board/Community Redevelopment Agency's Executive Director, this position is responsible for providing support in the implementation and execution of the CRA Area Plan. Entrusted with a multitude of tasks, the Assistant Director should understand economic development, planning, and development/redevelopment principles, along with having an understanding of destination marketing, project management, and budgeting processes. Serving as a key CRA representative, the Assistant Director is expected to attend meetings and

public functions sharing the vision and mission of the organization with the business community, government officials and the public, while also playing an instrumental role in building a strong team through solid operational management skills.

Minimum Requirements

Bachelor's degree in Planning, Public Administration, Business Administration or related field and at least six (6) years of progressively responsible experience in public administration **required**, one (1) of which must have been in a progressively responsible supervisor capacity **required**; or an equivalent combination of specifically related education, training, and experience.

IMPORTANT: *To be eligible to proceed forward in the application process, applicants **must** meet the minimum qualifications listed in the position description. Please ensure your application provides details of all relevant experience related to the position. If you have questions or need clarification concerning the position or application process, please contact Human Resources at jobs@orlando.gov or 407.246.2062.*

Supplemental Information

City of Orlando Benefits

If this posting indicates a degree is required, the following experience will apply in lieu of any degree as follows:

- Two (2) years of direct experience for an associate degree;
- Four (4) years of direct experience for a bachelor's degree;
- Six (6) years of direct experience for a master's degree; or
- Nine (9) years of direct experience for a doctoral degree

Agency

City of Orlando

DDB/CRA Assistant Director Supplemental Questionnaire

*QUESTION 1

A valid driver license from any state is required for this position. If you possess a Florida DL, enter the DL number (no dashes or spaces) and expiration date in the space provided. Please follow the format shown: Example: X123123121230 Exp 01/01/2022 If you possess a valid driver license from another state or country, enter OTHER STATE. If you do not possess a valid driver license at this time, enter NONE.

*QUESTION 2

What is the highest level of education you have attained?

- ☐ Less than high school
- ☐ High school graduate or equivalent (GED)
- ☐ Technical school completed
- ☐ Some college (less than 60 semester credits)
- ☐ Associate degree or equivalent (60 or more semester credits)

- ☐ Bachelor degree (120 or more semester credits)
- ☐ Master degree
- ☐ Doctorate degree

***QUESTION 3**

Do you have a Bachelor's degree in Planning, Public Administration, Business Administration or related field?

- ☐ Yes
- ☐ No

***QUESTION 4**

How much full-time do you have in public administration? You must include details in your application or resume.

- ☐ None
- ☐ Some but less than two years
- ☐ Between two and four years
- ☐ Four years or more

***QUESTION 5**

How much full-time supervisory work experience do you have in public administration?

- ☐ None
- ☐ Less than six months
- ☐ Between six months and one year
- ☐ Between one and two years
- ☐ Between two and three years
- ☐ Between three and four years
- ☐ More than four years

***QUESTION 6**

Do you have experience with community development or citizen boards?

- ☐ Yes
- ☐ No

*** Required Question**