

Position Description
Director of Planning and Development
LRA Roosevelt Roads

- Responsible for the evaluation, direction, coordination, and supervision of all activity related to the planning and development of the Master Plan at Roosevelt Roads
- Supervise and integrate the efforts to assure development projects perform in accordance with the vision and mission of the LRA
- Will work directly with contractors and developers of the project
- Recommend and implement public policy throughout the project development
- Consolidate efforts between government agencies and private corporations to facilitate and speed up results
- Oversee strategy, designs and implementation of the Master Plan
- Advise the Executive Director, his staff and consultants on technical details related to the project
- Participate directly in the development, implementation and follow through of project. Provide instructions to make sure guidelines are being implemented correctly and in accordance to project
- Prepare progress reports of activities, services and programs being rendered
- Investigate, study and analyze any situation related to the development of the Master Plan to provide related and correct advisory
- Analyze and evaluate studies, contracts, prospect laws, transactions, architectural specifications and any other document to provide input leading to the decision process

- Represent upon necessity, the Executive Director and establish relationships between working staff, government officials and representatives of the private sector involved in the project

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of economic and community development concepts, theories, practices, principles and methods.
- Comprehensive knowledge of State and municipal government structure and process.
- Comprehensive knowledge of administrative/managerial concepts, principles, practices, and techniques.
- Comprehensive knowledge of budgeting, both operating and capital improvement.
- General knowledge of planning and zoning procedures.
- General knowledge of public improvement development process.
- Excellent written and verbal communication skills in both English and Spanish.
- Excellent human relation skills.
- Demonstrated ability to organize and prioritize City projects, programs, and activities.

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION

- Possession of a Bachelor's degree in Engineering, Architecture, Planning, or other related field. Master's degree preferably.
- Minimum seven (7) years of progressive senior management level planning, development, or other related experience.