



Job Title	CSURA Executive Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	19351

Class Specification – CSURA Executive Director

Summary Statement:	
<p>The purpose of this position is to administer, facilitate, and manage development objectives within project areas for the Urban Renewal Authority; strategically identify, develop, and stimulate private sector real estate investment opportunities; work collaboratively with public and private entities to achieve goals; and identify and organize creative funding mechanisms such as TIF and New Markets Tax Credit. The Executive Director reports to the City’s Director of Planning and Development. The Board of Directors of the Colorado Springs Urban Renewal Authority, a 13 member, appointed board of directors, is responsible for the daily direction and assignment of employment duties and responsibilities of the Executive Director. The Executive Director is responsible for administering and overseeing the functions and directives of the Board in addition to administrative, budget, and operational priorities, specific development, and revitalization goals.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Operation of regular and special meetings; manage and oversee the office, including all personal, and external consults/contractors; maintain effective communication with the Board of Directors; oversee daily operations and business planning, assuring staff safety, facilities maintenance and security, human resource development, operational efficiency, and service quality excellence; remain vigilant to all local, state, and federal laws that pertain to urban renewal authorities, public meetings, and conduct of public officials; and possess political acumen to work with and to strengthen relationships with elected officials.
45%	Identify and organize creative funding mechanisms to achieve development goals; represent CSURA best interests throughout any negotiation process; ability to oversee and manage project developments including construction related activities; administer, facilitate, and manage development objectives within designated project areas;_strategically identify, develop, and stimulate private sector real estate investment opportunities; and work collaboratively with public and private entities to achieve development goals.



Job Title	CSURA Executive Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	19351

20%	Represent CSURA on community boards as directed or deemed beneficial to the organization; provide team with support entities such as municipal and other government entities to achieve larger community objectives; represent CSURA with the highest standards of professionalism and conduct; and attend community events, such as dinners and other social events as deemed beneficial.
15%	Develop and implement best practices and policies to include partnership with City Auditor; participate as a valued team to collaborate with city, county, and specific partnerships; and perform other related duties and assignments as required.

<p>Competencies Required:</p> <p>Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.</p> <p>Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p> <p>Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p> <p>Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.</p>

<p>Technical Skills Required:</p> <p>Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>



Job Title	CSURA Executive Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	19351

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree required from an accredited college or university with major coursework in urban planning, public administration, finance, business administration, or related field.

Experience: Five years of full-time responsible management experience in a related field and two years of administrative and/ or supervisory responsibility.

Education and Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
------------------------------------------------------------------------------------------	--

Supervision Exercised:
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.



Job Title	CSURA Executive Director	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	4	Job Code	19351

Fiscal Responsibility:

This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids:

Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software:

Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2016