

Local Redevelopment Authority - Roosevelt Roads

Director of Administration

Position Description

- Responsible for the supervision of daily office operations
- Implements rules, manuals, procedures and policies to facilitate the efficient operation of the LRA
- Works together with the Director of Finance in the preparation of the annual budget
- Monitors and controls operational expenses
- Attends meetings on behalf of the Executive Director
- Receives, analyzes and processes invoices submitted to the LRA
- Assists the Executive Director in the coordination and follow through of all administrative activities necessary to implement the redevelopment plan of the former NSRR
- Any other specific duties required by the Executive Director

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of administrative/managerial skills, concepts and methods
- Comprehensive knowledge of budgeting
- Excellent written and verbal communication skills in both English and Spanish
- Excellent human relations skills
- Demonstrated ability to organize and prioritize projects

REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION

Bachelor's degree in Business Administration or related field, Liberal Arts or Science

Minimum seven years of mid or senior administrative level experience in the private or public sector