

# **Job Descriptions for LRA Professional Staff**

## **Executive Director** **Duties and Responsibilities:**

- Responsible for implementing Roosevelt Roads redevelopment plans, and coordination of overall base redevelopment policy
- Represents the LRA in all public matters; serves as spokesperson to the press regarding Redevelopment Authority activities
- Coordinates economic development activities with the Department of Economic Development and Commerce (DDEC)
- Supervises preparation of annual LRA budget
- Prepares and manages an annual work program and submits regular progress reports to the LRA Governing Board
- Authorizes, negotiates, and oversees all consultant contracts; prepares and oversees processes used for securing larger contracts.
- Supervises all permanent staff of the Redevelopment Authority and their activities
- Authorizes LRA contracts; reviews contract performance and authorizes payments
- Coordinates with federal, state and local government officials, and the U.S. Navy on all base closure redevelopment matters
- Ensures adherence by the Redevelopment Authority office to all applicable local health and safety regulations
- Develops recruitment advertisements, interviews and recommends employees to fill vacant positions
- Executes policy directives of the LRA
- Fields and responds to development and leasing inquiries and proposals
- Coordinates all infrastructure improvement planning and construction for the LRA.
- Performs other duties and functions as requested by the Board
- Develops and presents to the LRA appropriate rezoning petitions; also administers all subsequent amendments to such a plan
- Maintains an administrative office on the former Naval Station
- Serves as the primary liaison between the Navy and the Commonwealth of Puerto Rico
- Executes Federal grant agreements and scopes of work and ensures accountability and that Federal grant requirements are met.

## **Director of Finance**

### **Duties and Responsibilities**

- Performs all the duties of Grant Point of Contact (GPOC) for the OEA grant.
- Accounts for all financial transactions involving the LRA, maintains accounts payable, and maintains all bank accounts
- Prepares monthly and annual financial statements and quarterly grantee performance reports
- Maintains all financial records necessary for ensuring compliance with approved grant agreements, following the accounting practices of the Commonwealth
- Closes out completed grants and prepares budget for new grant proposals
- Provides all necessary information to independent auditors and follows accounting procedures necessary to withstand a federal audit
- Prepares necessary property and income tax documents for the LRA
- Assembles and manages property data
- Performs other duties and functions as requested by Executive Director and Board members
- Oversees property management contracts, including building and grounds maintenance
- Sets up and administers purchasing requirements for property management functions
- Responsible for monitoring and controlling all building maintenance expenses incurred by the LRA.
- Prepares all applicable payroll forms for Federal, state and local requirements; submits changes in employee status and deductions requested by employees; maintains records of insurance coverage, personnel transactions such as hires, transfers or termination and time sheets.
- Preparation of the annual budget
- Calculates and prepares invoices for monthly billing of clients and tenants, if applicable
- Inventories, tracks, and assigns all personal property relating to reuse of facilities at the former base
- Conducts periodic inventories to verify location and quantities of personal property
- Prepares documents of accountability for personal property on loan to users
- Prepares and implements plans for maintenance of all personal property.
- Prepares and submits performance reports as required by granting agencies
- Prepares grant applications and administers all grant agreements

## Coordinating Project Manager Duties and Responsibilities

### ***COORDINATING PROJECT MANAGER***

The Coordinating Project Manager is a full-time position working directly for the LRA from their office or field office. The Coordinating Project Manager will be responsible for the day-to-day coordination of the LRA's Project Managers with the Executive Director and Program Manager. With the Roosevelt Roads Redevelopment transitioning into an "implementation" stage, this position is critical to organizing and facilitating the various tasks associated with the proper execution of the EDC and specifically related to the pending land and utilities conveyance. Additionally, the Coordinating Project Manager will manage and assist the various "project specific/technical" Project Managers into "redevelopment" as both predevelopment/site preparation tasks and redevelopment projects come on line.

Responsibilities include but are not limited to:

- Assisting the Executive Director, Program Manager and Project Managers with the implementation of the EDC agreement terms, milestones and requirements including but not limited to the conveyance of land and utilities
- Managing and coordinating all related Project Manager's activities with the Executive Director and Program Manager
- Maintaining overall project schedules (in consultation with Project Managers and Program Manager) and tracking target deadlines
- Periodic progress reporting and maintenance of key action items
- Facilitating Project Manager communications and inter-agency coordination
- Crafting, implementing and maintaining rules, manuals, procedures and policies to ensure the efficient implementation of the EDC agreement and subsequent redevelopment
- Serve as a surrogate representative for Executive Director on Project Management aspects and communications
- Serving as the LRA liaison with other State Agencies for matters pertaining to the EDC, land conveyance, the Utility coordination, Zoning Plan, Environmental Remediation coordination

## **Communications Manager** **Tasks and Responsibilities**

- Manages media, community and government relations efforts, and will supervise public relations consultants in developing strategies and achieving key project communications objectives.
- Supports the Executive Director in all aspects of communications with principal project stakeholders, including media, community groups, public and private organizations, public officials, and citizens
- Drafts communications plans, write press releases, statements and legislative testimonies, and develop other communication elements (brochure, fact sheet, webpage content, audiovisual materials, etc.) proactively and/or in response to special announcements or outside events
- Organizes and coordinate press conferences and media interviews, and other special events
- Assists the LRA Director of Finance in writing the quarterly reports and the yearly Grant Narratives; and determine project costs relating to communications
- Oversees public relations consultant performance in accordance with approved scopes of work; monitors progress in terms of the status of the plan and the budget. The Communications Manager will supervise consultant's performance and timely support for media monitoring, events coordination, and response to stakeholders' activities
- Assists the Finance Director in the following: grants reporting, general inspector reports – position register report, and administration procedures, including invoices registers and processing
- Serves as the primary point of contact with the media

## **Administrative Assistant** **Duties and Responsibilities**

The Administrative assistant provides administrative support to the professional team, received phone calls and visits, writes correspondence, makes copies coordinates meetings and coordinates scheduling and travel arrangements.

- Answers and directs incoming telephone calls to appropriate personnel; takes messages as needed for unavailable staff members
- Receives, registers, and distributes mail
- Prepares outgoing items for mailing, fax, courier, or other delivery systems
- Greets visitors to the Authority office and refers queries to appropriate staff
- Types or revises letters, memoranda, and other documents as needed by staff
- Enters and revises data in computer spreadsheets
- Schedules and coordinates Authority meetings
- Schedules and coordinates tours to Base properties by Authority Board members, staff, authorized contractors, and visitors
- Creates and maintains all correspondence files, master files, prospects files, lease files, and master library of plans and reference materials
- Maintains and updates Authority mailing list
- Assists accountant as necessary with bookkeeping duties
- Maintains and distributes marketing material regarding available property
- Performs other administrative, secretarial and receptionist duties and functions as requested by Executive Director and Board members
- Takes and transcribes minutes for various meeting
- Reviews, clips, and maintains archives of newspaper articles and press releases concerning LRA activities
- Maintains office equipment, and responsible for office supply ordering, receiving, and accountability
- Assists with various projects relating to the redevelopment process, future marketing activities and potential users
- Maintain files of deeds, titles, leases, surveys, etc., of property transferred to or by LRA