

This is the existing job description for the President /COO. The content of this job description is currently under review. 8/2008

**CENTRE CITY DEVELOPMENT CORPORATION
JOB DESCRIPTION**

PRESIDENT and CHIEF OPERATING OFFICER

JOB SUMMARY

Under policy direction of the Board of Directors, serves as the Corporation's President and Chief Operating Officer; provides effective leadership and direction in planning, implementing, and administering downtown redevelopment programs and projects; exercises initiative and judgment in carrying out assigned responsibilities; analyzes complex situations accurately and takes effective and appropriate actions; and manages and directs all Corporation activities.

DUTIES AND RESPONSIBILITIES

1. Directs the execution of the Agency's downtown redevelopment program, including implementation of focus plans, DDA's, OPA's, rehabilitation projects, provision of community and cultural facilities, the use of low and moderate income housing funds and the provision of a balanced supply of housing.
2. Advises and makes recommendations on matters before the Board of Directors, informs the Board and the Agency Board regarding situations and developments that affect the redevelopment programs.
3. Prepares and presents an annual budget; controls budget after adoption, and assures judicious management of Agency funds and assets.
4. Recommends new or amended legislation to further redevelopment programs and projects; analyzes bills and legislative proposals; gives testimony before legislative bodies;
5. Recruits, supervises and directs Corporation staff.
6. Conducts public information and education programs to maintain support of Agency policies, programs, goals and objectives; makes presentations to legislative bodies, community organizations and interested groups; facilitates community meetings, achieving consensus and working with diverse client groups and community interests.
7. Displays a strong commitment to workplace diversity and participation of women and minority-owned businesses in Corporation activities.
8. Prepares, develops and recommends short-range and long-range plans for physical improvements in redevelopment areas; seeks participation of redevelopment area residents and obtains their input on policies, development strategies, funding plans and implementation schedules.

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9. Plans, directs and supervises the preparation of requests for development proposals; negotiates with developers and owners regarding potential developments and presents proposals to the Board of Directors.
10. Represents the Corporation before the Agency Board regarding Corporation matters; presents factual information to Council/Agency Board regarding Corporation matters and activities.
11. Maintains cooperative working relationships with federal, state, local agencies and the city; participates in interagency conferences and meetings to discuss and resolve conflicts and operational concerns.
12. Works with potential investors, developers and citizen's groups to obtain participation in and support for redevelopment activities.

FREEDOM TO ACT

Work is performed in accordance with general direction from the Board of Directors but with considerable latitude for individual judgment and initiative. Performance is reviewed by conference and by observation of results.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, see and hear. The employee occasionally is required to stand, walk and lift or move up to 10 pounds. The employee must be able to verbally communicate in a concise manner. Specific vision abilities required by this job include close vision and working at a video display terminal for prolonged periods of time.

WORK ENVIRONMENT

The work environment described herein is representative of that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The primary place of performance is an office environment with attendant noise level.