



**MIAMI DOWNTOWN DEVELOPMENT AUTHORITY**  
**Job Description**

<b>JOB TITLE:</b>	<b>COORDINATOR, URBAN DESIGN &amp; CAPITAL IMPROVEMENTS</b>
<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Senior Manager, Planning, Design, Transportation & Services
<b>DEPT MANAGER APPROVAL/DATE:</b>	
<b>EXECUTIVE DIRECTOR APPROVAL/DATE:</b>	

**MISSION STATEMENT:** The Miami Downtown Development Authority (DDA) is empowered to advocate, facilitate, plan and execute public/private investment and implementation strategies that strengthen Downtown's appeal as a livable city and center for commerce and culture.

**SUMMARY:** This position serves as a coordinator for the strategic implementation, program development, design, planning, and research of downtown-focused urban planning, land use, transportation and environmental initiatives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Coordinates the implementation of the Downtown Miami Master Plan and other planning studies, programs, and projects, focusing on the project management of urban design and public realm improvement projects and programs.
2. Develops and implements work plans for various urban design, land use and transportation projects and consultants.
3. Coordinates planning, design and transportation projects and consultants, including regular communication and status updates, review and approval of invoices, and quality control and review for fulfillment of scope of work.
4. Serves as liaison to regulatory and other technical-advisory agencies, or potential funding sources, to ensure projects in which DDA participates are consistent and compatible with others.
5. Works with Downtown stakeholders including private business and government agency representatives, civic and non-profit organizations, and residents to identify, prioritize, and implement projects addressing priority community concerns.
6. Establishes and manages, within approved parameters, procurement and budgets for urban streetscape and transportation projects.
7. Assists with writing/review of contracts and procurement matters as required.
8. Assists and coordinates with the Deputy Director in executing the Executive Director's assignments and policies.

**NON-ESSENTIAL DUTIES/RESPONSIBILITIES:** None noted at this time.

**SUPERVISORY RESPONSIBILITIES:** None noted at this time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Architecture, Engineering, or related fields; and at least two years of progressively responsible experience in similar setting. Master's degree or professional certification is encouraged, but not required, and may substitute for experience on a year-to-year basis at the discretion of the Executive Director.

**COMMUNICATION/LANGUAGE SKILLS:** Excellent written and oral communication skills, to include the ability to effectively present information to the Executive Director, coworkers and colleagues, the Board of Directors, and external groups. Spanish proficiency highly desired.

**MATHEMATICAL SKILLS:** Basic math skills required to analyze and compute budgets, financial statements, purchases, statistics and other standard professional and administrative calculations.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certificates, licenses and/or registrations in applicable profession preferred.

**OTHER SKILLS AND ABILITIES:** Computer skills: Microsoft Word, Excel and PowerPoint with knowledge and experience in engineering, architecture, and/or design software, such as "AutoCAD" highly desired. Organized and able to handle multiple projects simultaneously in an efficient, effective and timely manner. Knowledge of local government organizational structure, regulations, policies, and procedures. Ability to understand, navigate and influence the political terrain highly desired.

**PHYSICAL DEMANDS:** The physical demands described here 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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee work environment will be both in an office and in the field. The field work may consist of being outdoors for a part of or for an entire work day. The field work may be located at any interior or exterior location throughout the greater downtown area.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**SAFETY:** Follows DDA, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

I have received a copy of my job description and agree to follow its guidelines and speak with my supervisor if questions arise. I understand that this job description is dynamic and that additional tasks may be added/subtracted from time to time as situations arise.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date