



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: SRA Executive Director

Department: Scranton Redevelopment Authority

Supervisor: Scranton Redevelopment Authority

Date: March 2, 2023

General Description:

The Executive Director directs and manages all operations of the Scranton Redevelopment Authority with the goal of expanding access to opportunity for all Scranton residents and businesses. Reporting to the SRA Board and in coordination with the Office of Economic and Community Development, the Executive Director leads several core functions on behalf of the City and Authority, including blight remediation, fostering job creation, supporting entrepreneurship and small businesses, and accelerating affordable housing and mixed-use redevelopment.

Essential Job Functions:

- Develop a business plan for the Board's consideration and approval that lays out key objectives, metrics, and action items at the agency-wide and department level.
- Oversee attainment, measurement, and communication of annual goals and objectives.
- Develop a financial sustainability plan identifying short- and long-term sources of revenue.
- Coordinate the efforts of the Scranton Redevelopment Authority in partnership with the Office of Economic and Community Development.
- Manage support staff in maintaining a highly effective and cohesive work team.
- Prepare division/department/organization operations budget.
- Implement real estate and policy projects that support the citywide Economic Development goals.
- Review and communicate all departmental reports and presentations.
- Assist with any required audits and/or financial reporting's of the Authority.
- Evaluate planning-related legislation and applicability to SRA projects.

- Represent the SRA at key events, including some evening and weekend meetings.
- Communicate a compelling vision for equitable economic and housing development to internal and external stakeholders.
- Collaborate productively with the Office of Economic and Community Development in service of citywide economic and housing development objectives.
- Promote the SRA and represent the agency on local and regional boards.
- Other duties as assigned.

Required Training, Experience, Knowledge, Skill, and Abilities:

- Bachelor's and/or Master's degree in business, real estate, public policy, urban planning, finance, law or a similar area of study preferred.
- Minimum 5 years of experience in relevant field, with experience in leadership or management at a City, County or State agency with a focus on economic development and real estate preferred.
- Minimum 5 years of management experience.
- In-depth knowledge of the urban planning and real estate development process, including terminology, laws, practices, principles, and regulations, in-depth knowledge of the principles of budgeting and finance and proven track record of financial stewardship, and in-depth knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics preferred.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.