



Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: HONORABLE CHAIR AND MEMBERS, CRA BOARD OF COMMISSIONERS, RIVIERA BEACH, FLORIDA

FROM: JONATHAN EVANS, MBA, MPA, ICMA-CM
EXECUTIVE DIRECTOR, CRA

COPY: J. MICHAEL HAYGOOD, CRA ATTORNEY

DATE: JULY 19, 2021

SUBJECT: CRA CLERK/ EXECUTIVE ADMINISTRATIVE ASSISTANT JOB POSTING

REQUEST FOR BOARD ACTION

The Agency is requesting the Board of Commissioners to approve the job posting for a CRA Clerk/Executive Administrative Assistant for the Riviera Beach Community Redevelopment Agency, along with a change in the job description and salary of the position.

BACKGROUND/SUMMARY

The job title and pay range have been updated based on the requirements being requested from the candidate. RBCRA is in need of a Clerk with strong analytical skills to work alongside the Agency's Board of Commissioners, Agency Directors and colleagues.

RECOMENDATION

CRA staff recommends that the CRA Board approves a posting for a new CRA Clerk/ Executive Administrative Assistant for the Riviera Beach Community Redevelopment Agency, along with a change in the job description and salary of the position.