

Job Positions Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (both Internal and External) for the following positions: (1) Main Street Program Manager/Economic Development and (2) Utility Billing Clerk I. Main Street Manager is responsible for the city's efforts with the national Main Street Program as well as overall economic development activities in the city as is a Pay Grade 64. Utility Billing Clerk I is responsible for various duties in the utilities department including billing, collecting payments, utility location processing and general clerical duties at a Pay Grade of 53. Applications are available at City Hall, located at 3644 Highway 42, Locust Grove, GA 30248 from 8:30 AM to 4:30 PM Monday – Friday and will be accepted now until the close of business on Friday, April 26, 2013. A resume must accompany the required job application for the Main Street Program Manager/Economic Development position. Full job descriptions will be made available at City Hall and online at www.locustgrove-ga.gov. The City of Locust Grove is an equal opportunity employer and a drug-free workplace. All applicants must satisfy all GA Law on Immigration status to be eligible for employment.

Checked by Personnel Officer: _____

Ad Sent to Herald 4/2/2013 1:31:33 PM

Ad Posted on Website: _____

Other Sources: _____

Job Title: Main Street Program Manager/Economic Development

Job Summary: The primary purpose of this position is to coordinate economic development activities for the City including the Main Street program, Downtown Development Authority (DDA) area and Main Street and city special events.

Major Duties:

- Assists with the development and implementation of **strategies** to attract businesses to the Downtown Development Authority area;
- Insures compliance of Main Street program with the State/National program office(s);
- Maintains the City's efforts of the Four Point Approach in the development of and sustainability of the Locust Grove Main Street Program;
- Prepares reports, expenditures, purchasing, record keeping and inventory management, including a bimonthly activity sheet of projects, development activities, contacts with local business and government officials, and training hours;
- Composes all materials for use in print, media and the internet for promotions and communications with elected and appointed officials, and the general public;
- Attends city council meetings to regularly update council on the projects and activities within the Downtown Development Authority area and by the various boards and authorities (DDA, Historic Preservation Commission) charged with implementation of the downtown development authority mission.
- Maintains an inventory of downtown businesses and jobs created on computer, website, and social media; businesses sold or bought, assessment and opportunities for the DDA area with current building stock and/or properties;
- Coordinate and attend various city events (all Main Street, Locust Grove Events Committee, and regular City events) and ribbon cutting ceremonies, with key emphasis on visibility and public relations with the press and the general public;
- Works with public and private sector organizations to facilitate downtown improvements, including beautification, landscaping, street furnishings, and infrastructure;
- Coordinates with Chamber of Commerce on development activities within the DDA area and throughout the city;
- Works with the DDA and the Historic Preservation Commission on their duties for economic development and historic preservation.
- Writes grant applications and administers grants for necessary projects or programs;
- Helps build strong working relationships with appropriate public agencies;
- Attends conferences and training sessions and remains current with professional material;
- Performs other related duties as required.

Knowledge required by the Position:

- Knowledge of Federal and State Main Street Program principles and goals;
- Knowledge of general business principles;
- Knowledge of economic development and business retention and recruitment;
- Knowledge of the City's operations, personnel policy, zoning ordinances and land use plans;
- Skill in dealing with both public and private enterprises;
- Skill in operating modern office equipment;
- Skill in oral and written communication;
- Ability to network and develop relationships with real estate and site selection professionals;
- Ability to network and development ongoing relationships with existing businesses in the Downtown Development Authority area and throughout the city as needed;

- Ability to research, compose and submit grant applications with respect to the Main Street Program;
- Ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions;
- Ability to accurately record and transfer data from one source to another, and maintain strict confidentiality.
- Ability in interpretation of development codes, in particular for downtown development and historic preservation.

Supervisory Controls: This person works in the Administration Department under the direct supervision of the City Manager, but is semi-autonomous, meaning that, while the complexity may require independent tasks taken under generally accepted codes and methods, the person in this position should be accountable in detail for their time and efforts performing tasks.

Guidelines: Guidelines include land use laws, State and Federal laws, real estate law, City codes, construction codes, fire codes, and the Federal ADA. These guidelines require judgment, selection and interpretation in application.

Complexity: This position consists of varied analytical, supervisory and technical assistance tasks.

Scope and Effect: The purpose of this position is to assist in the development of the City. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for City residents, and affects the image of the City.

Personal Contacts: Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, bankers, landscape architects, elected officials, and Local, State and Federal officials.

Supervisory and Management Responsibility: None, with the exception of self-management of their time, progress, and reporting of their efforts in conjunction with the needs of the Main Street Program.

Minimum Requirements:

Bachelor's degree in related field required; minimum of three (3) to five (5) years of professional experience in Economic Development field with particular experience with the Main Street or Better Hometown Program preferred; must possess valid State of Georgia driver's license; equivalent combination of education and experience.

Salary Level:

Main Street Program Manager/Economic Development – Level 64

Job Title: Utility Billing Clerk I/II

Job Summary: This position is responsible for generating and processing water bills, payments and account information.

Major Duties:

- Process and print water bills generated from meter readings; distribute via US mail to City residents;
- Collect and process bill payments; process overdue accounts and arrange for cut off and reconnection of service;
- Receive and process, in a timely manner, requests for new water and garbage service;
- Calculate water and sewer impact fees to be applied;
- Receive and address customer concerns, complaints and suggestions regarding water, sewer and sanitation service;
- Monitors current utility accounts on an on-going basis to spot fluctuations that may warrant further attention;
- Types documents, forms and other correspondences as necessary;
- Prepares work orders for repairs.
- Processes invoices and prepares purchase orders as required by purchasing and accounting procedures.
- Processes requests for utility locates from UPC and other agencies.
- Performs other duties as required.

Knowledge Required by the Position:

- Knowledge of basic accounting principles;
- Knowledge of Georgia record maintenance and retention laws;
- Knowledge of Modern organization and management principles;
- Knowledge of office procedures and equipment;
- Knowledge of public relations techniques;
- Knowledge of City codes dealing with utilities;
- Skill in operating modern office equipment;
- Ability to communicate clearly, concisely, and effectively, verbally and in writing;
- Ability to understand and follow oral and written instructions;
- Ability to apply bookkeeping principles to the maintenance of standard fiscal and accounting records;
- Ability to make arithmetic computations and tabulations rapidly and accurately;
- Ability to maintain strict confidentiality;
- Ability to work cooperatively with other City employees and the public.

Supervisory Controls: Work is assigned by the City Manager in terms of overall city goals and objectives.

Guidelines: Guidelines include the City fiscal and purchasing policies and procedures and the Personnel Policy and Procedures Manual as well as local, state and federal law for records retention and management.

Complexity: The work consists of a variety of both routine office tasks along with complex tasks involving travel, training, and bid processes.

Scope and Effect: The purpose of this position is to receive and process various utility payments.

Personal Contacts: Contacts are typically with co-workers and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High school diploma or equivalent; one (1) to three (3) years experience in general office, customer service, finance or related field; equivalent combination of education and experience.

Completion of competency in city Incode Billing and water/sewer operations required for consideration for Level II.

Pay Grade(s):

Utility Billing Clerk I (Grade 53) OPEN Now.

Utility Billing Clerk II (Grade 56)