

## Job Position Available – City of Locust Grove

The City of Locust Grove seeks all qualified individuals (both Internal and External) for the following position: Main Street Program Manager/Economic Development. 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. Pay Grade for this position is Level 64 which can be found on our website. 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 until filled. 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](http://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: 5/12/15 - JS

Ad Sent to Herald: 5/12/15 ✓

Ad Posted on Website: 5/12/15 ✓

Other Sources: GMA / Bulletin Board 5/12/15 ✓

## 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