



Downtown Development Director

Downtown Development Authority

JOB SUMMARY

The Downtown Development Director position is responsible for planning and organizing the implementation of downtown projects, administering downtown development activities and assisting developers and investors with incentives programs and permitting processes. The Director shall be fluent in those aspects of downtown development that will ensure that downtown Tifton remains viable, sustainable and competitive in the modern fluid marketplace.

MAJOR DUTIES

- Support the main street program through strategic planning and economic development
- Prepares and administers budgets for the DDA Board
- Plans and executes the program of work for the Downtown Development Authority relevant to the Authority's strategy and policy.
- Determines work procedures, prepares work schedules and expedites workflow.
- Manages documents on behalf of public and private partners and examines work for accuracy and compliance with policies and procedures.
- Maintains harmony among property owners and local agencies by assisting in resolving grievances.
- Becomes familiar with all merchants directly or indirectly involved in downtown development.
- Works closely with the DDA Treasurer to ensure all financial data is reported, tracked and monitored.
- Assesses leadership and management capacities of other major community organizations influencing downtown development and encourages the undertaking of joint activities.
- Encourages a cooperative climate between the DDA and downtown stake holders and public officials, addressing the need for public improvements and other infrastructure in the downtown.
- Helps build strong and productive working relationships with appropriate public and private agencies at the local, state, and national levels.
- Assists the DDA Board of Directors in developing an action plan with yearly updates.
- Monitors meeting attendance and any training of DDA Board.
- Develops advisory/volunteer participation ensuring that committee activity is moving smoothly.
- Develops strategies to increase opportunities in attracting new investors to downtown Tifton while helping to expand and promote existing investments, especially in the historical area
- Facilitates recruiting new businesses to downtown Tifton.
- Informs and assists tenants and property owners with physical improvement projects.
- Represents the DDA at various state and national conferences, workshops, and seminars.
- Maintains personal contact with all members of the DDA, downtown property owners, businesses and merchants and elected and appointed officials.
- Prepares composite reports for DDA and the City of Tifton and GA DCA.
- Works to determine applicable codes, regulations and requirements for assigned projects.

- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.
- Coordinates and provides input in the development or updating of plans involving community planning.
- Provides input in the preparation of engineering plans and specifications for public projects that impact the downtown and central business district
- Responds to inquiries for any downtown projects
- Assists in the evaluation of transportation and traffic impact emanating from development proposals, permits, rezones, and etc.in the downtown area
- Assists in the preparation of traffic, utility and other studies and reports for the DDA and City.
- Reviews private project development plans for compliance with codes, regulations and standards, adequacy of applications for permits and compliance with approved plans.

KNOWLEDGE REQUIRED BY THE POSITION

Possesses extensive knowledge of the four point National Main Street Program of downtown development. Has cursory knowledge of the state oversight agency responsible for downtown development; in Georgia, the Department of Community Affairs.

SUPERVISORY CONTROLS

DDA will assign work in terms of projects, direction and needs of the board and city development.

GUIDELINES

Guidelines include Main Street policies and procedures, city personnel policies and procedures, and department regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

CONTACTS

Maintains regular contact with DDA board, city manager, consultants, engineers, construction project engineers and managers, city, county, state and federal agencies, professional and technical groups, and the general public regarding downtown activities, projects and services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work consists of related administrative duties. The need to coordinate schedules of various parties contributes to the complexity of the position. The purpose of this position is to provide leadership support to the Main Street Program, DDA Board, and City Manager. Success in this position contributes to the efficiency of department operations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervision over administrative staff.

MINIMUM QUALIFICATIONS

Possess a minimum of a Bachelor's degree from an Accredited University. Knowledge and level of competency associated with five (5) years of downtown development experience, including detailed familiarity of the Main Street Program and an associated State oversight program, i.e. the Georgia Department of Community Affairs. Candidate should possess supervisory experience.