**City of Kingsland, GA**

**Classification Description**

Classification Title: Executive Director - DDA Grade: S-30

Department: Economic Development Job Code: 168-02

Reports To: Economic Development Director FLSA Status: Exempt

**General Statement of Job**

The Executive Downtown Development Authority Director coordinates activities for the downtown development and revitalization program governed by a downtown development authority board of directors. This position is responsible for the planning, development, execution, and documentation of the downtown development program. The director is the principal on-site staff person responsible for coordinating all program activities locally as well as for representing the downtown regionally and nationally, as appropriate.

**Specific Duties and Responsibilities**

**Essential Functions:**

Coordinates the activities of downtown development related committees and volunteers, ensuring that communication between committees are well-established and assists committees with implementation of work plan items.

Manages all administrative aspects of the downtown development program including purchasing, record keeping, grant administration, budget development, and accounting.

Prepares all reports required by the DDA Board and the city and assists with the preparation of reports to funding agencies.

In conjunction with the city and DDA Board of directors, develops strategies for downtown economic development by utilizing the community's human and economic resources.

Maintains and updates DDA property inventory.

Assists the DDA board of directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on the aspects of design, historic preservation, promotion, organization, management, economic restructuring, and development.

Develops and conducts the ongoing public awareness and education program designed to enhance appreciation of downtown's architecture and other assets.

Fosters an understanding of the downtown development program's goals and objectives through speaking engagements, media interviews, and appearances while keeping the downtown highly visible in the community.

Assists individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants.

Assists in locating appropriate contractors and materials, participates in construction supervision, and provides advice and guidance on necessary financial mechanisms for physical improvements.

Assesses the management capacity of major downtown organizations and encourages improvements in the downtown community's ability to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management, and so on.

Provides advice and information on successful downtown management.

Encourages a cooperative climate between downtown interests and local public officials.

Advises downtown merchant organizations and chamber of commerce committees on downtown program activities and goals.

Assists in the coordination of joint promotional events, such as seasonal festivals or cooperative retail promotional events in order to improve the quality and success of events to attract people downtown.

Works closely with local media to ensure maximum event coverage and encourages design excellence in all aspects of promotion in order to advance an image of quality for downtown.

Helps build strong and productive working relationships with appropriate public agencies at the local and state levels.

Monitors the program's success by developing and maintaining data systems to track and assess the progress of the downtown development program. These systems should include economic monitoring, accurate and up-to-date tax base information, individual building files, thorough photographic documentation of all physical changes, and information on job creation and business retention.

Represents the Community at the local, state, and national levels to important constituencies.

Speaks effectively on the program's directions and findings and stays abreast of the need to improve state and national economic development policies as they relate to smaller communities.

Perform related duties as assigned.

**Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

* Associate’s degree or equivalent from a two-year college or technical school in related area and two years of progressively responsible related experience; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
* Should have education, knowledge, and experience in as many of the following areas as possible: architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration, and small business development.
* Valid Georgia Drivers License
* Must be sensitive to design and preservation issues.
* Requires familiarity with all persons and groups directly or indirectly involved in the downtown commercial district.
* Must understand the issues confronting downtown business people, property owners, public agencies, and community organizations.
* Must be entrepreneurial, energetic, imaginative, well-organized, and capable of functioning effectively in a very independent situation.
* Requires excellent verbal and written communication skills are essential. Supervisory skills are desirable.
* Ability to organize, assign, lead, and review the work of staff.
* Ability to prepare clear and concise reports, correspondences, and other written materials.
* Ability to use tact, discretion, initiative, and independent judgment within established guidelines.
* Ability to analyze and resolve office administrative situations and problems.
* Ability to research, compile, and summarize a variety of informational and statistical data and materials.
* Knowledge of Customer service techniques.
* Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
* Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
* Ability to use a computer to accurately and rapidly enter and retrieve data and information.
* Ability to communicate orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
* Ability to operate general office machines such as copiers, facsimile machines, telephone systems, and related equipment.
* Ability to manage the budget within the assigned department.
* Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
* Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.
* Ability to establish and maintain effective working relationships with others.
* Ability to draft and type correspondence.
* Ability to add, subtract, multiply and divide whole numbers, common fractions, and decimals.
* Ability to deal with problems involving several variables in differing situations.

**Working Conditions and Physical Abilities**

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally lift and/or move up to 10 pounds.

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

**NOTICE**: The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Personnel Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation.

**DISCLAIMER**: Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Human Resources Director or the City Manager.