



VACANCY NOTICE

Main Street Manager

Salary: \$47,000 to \$76,000 MID

GENERAL STATEMENT OF DUTIES:

The primary purpose of this position is to develop and execute a comprehensive main street revitalization plan for downtown district based on the Main Street Program Four Point Approach: organization, promotion, economic restructuring, and design.

SPECIFIC DUTIES:

Assists with the development and implementation of strategies to attract businesses to the downtown district; insures compliance of local Main Street Program with the State program office; manages the Main Street Advisory Board and all related administrative functions such as budget development and accounting, as well as preparing monthly reports for Main Street Assessment and BIDA; recruits volunteers to assist with implementing Four Point Main Street Strategy; implements marketing strategies that will encourage business development and retain existing businesses; Assists property owners with physical improvement projects; manages facade grant program and assists Director with grant development, implementation and administration. Prepares reports, expenditures, purchasing, record keeping and inventory management; works with the Georgia Department of Community Affairs, and the downtown merchant association and other related agencies, plans and implements events pertinent to downtown growth, creates and distributes monthly newsletter, facilitate the parklet fund program; performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National and State Main Street Program principles and goals; Knowledge of general business principles; funding resources and additional financial incentives available to the Main Street Program; Knowledge of economic development and business retention and recruitment; City's operations, zoning ordinances and land use plans; Skill in dealing with large-scale financial transactions; Skill in dealing with both public and private enterprises; Skill in oral and written communication; Ability to network and develop relationships with real estate and site selection professionals; 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; Strong skill in social media applications to include FaceBook, Instagram, and YouTube; Knowledge of Zoom and Team Meeting platforms;

EDUCATION AND EXPERIENCE:

Bachelor's degree in Planning, Public Administration, Economic Development or related field; three (3) to five (5) years of professional experience in Economic Development field and / or a Main Street Program desired; a background in event planning, grant writing and customer relationships required; must possess a valid State of Georgia driver's license;

CLOSING DATE

Applications will be accepted until filled. Resumes will not be accepted without an application. An application may be obtained from the City's website: www.collegeparkga.com or the Human Resources Department located at 3667 Main Street, College Park, Georgia 30337.

City Of College Park
Human Resources Department
3667 Main Street
College Park, GA 30337
(404) 669-3768
EOE/M/F