



- Competence in job-related software programs.
- Adept at research and report preparation.
- Excellent interpersonal relations.
- Oral and written communication skills.

**SUPERVISION RECEIVED AND/OR EXERCISED:**

- Position reports to the City Manager and Assistant City Manager.
- No formal supervisory responsibilities, though the position will serve as project manager for various projects related to the Main Street Program within the Downtown Development district and will recruit, supervise, and mentor volunteers.

**PHYSICAL DEMANDS:**

Class E criteria job demand

**WORK ENVIRONMENT:**

A mixture of indoor office work and outdoor field responsibilities within the Downtown Development District. Participation at night meetings and special events is required; some weekend tasks as necessary. Ability to work outside in extreme temperatures is a requirement.

**MINIMUM QUALIFICATIONS:**

- Associate degree in related field, or equivalent combination of education, training, and experience.
- One to three years of experience in economic or community development, or related field.

This position requires pre-employment, post accident, and random drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER  
AND A CERTIFIED DRUG FREE WORKPLACE**