

# CITY OF PERRY, GEORGIA

## JOB ANNOUNCEMENT

<b>POSITION OPENING:</b>	<u>19-22</u>	<b>Post Dates:</b>	<u>12/04/18 – 1/18/19</u>
<b>Classification Title:</b>	<u>Main Street Coordinator</u>		
<b>Salary Range:</b>	<u>\$46,500 - \$64,200</u>		
<b>Location:</b>	<u>Department of Economic Development</u>		
<b>Term of Appointment:</b>	<u>Regular/Full-time</u>		
<b>Probationary Period:</b>	<u>12 months</u>		

### GENERAL NATURE OF WORK:

The City of Perry's Main Street Coordinator is responsible for the review and coordination of economic development activities related to Downtown Perry and fulfilling the Main Street reporting requirements of the Perry Main Street program. The position involves extensive interaction with downtown development partners, stakeholders and volunteer groups; reviews and evaluates programs related to the Main Street approach and program of work; plans, coordinates, monitors, and reports on all downtown program management activities and events; and uses cutting-edge marketing and relationship-building as integral foundations for downtown economic development.

The Main Street Coordinator is the primary point of contact and onsite staff person responsible for coordinating all Main Street program activities locally, and represents the City of Perry's Downtown program activities regionally and statewide, as appropriate. The position is responsible for fostering an understanding of the downtown development program's goals and objectives through speaking engagements, interviews, and appearances, keeping Downtown Perry highly visible in the community.

The Main Street Coordinator is expected to work closely and foster excellent working relationships with the City of Perry Communications Manager and the Special Events Coordinator. The ideal candidate should also work to implement program activities of the Perry Downtown Development Authority, as needed; and coordinates activities and communication among diverse groups, advisory boards, citizens, and City staff to ensure success of assigned programs and projects.

### DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Coordinate activity of the Main Street Program Board of Directors and related committees, ensuring that communication between the board and committees is well-established; assist committees with implementation of program of work items.
- Manage all administrative aspects of the Main Street Program, including purchasing, recordkeeping, budget development and accounting, preparing all reports required by the GA Department of Community Affairs Office of Downtown Development and by the National Main Street Center.
- Develop and implement, in conjunction with the Main Street Program Board of Directors, strategies for downtown redevelopment through historic preservation based on Main Street's Four-Point Approach: 1) Organization, 2) Design, 3) Promotions, and 4) Economic Restructuring.
- Provide support to the Communications Manager specific to outreach, media and press relations, eNewsletter, and other social media functions.
- Develop and maintain a database of downtown properties and track properties sales, available lease status, etc.
- Research and advise management of grants, donations, partnerships, etc., that can be used to initiate, augment, fund, and/or expand downtown economic activities.
- Provide support to plan, and implement special events and activities to enhance the consumer and tourist experience in Downtown Perry, creating awareness of the Downtown Development District and Restaurant District, its merchants, and assets.
- Encourage stakeholder entities within the Downtown Development District to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management, etc.
- Other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Main Street Coordinator should possess a degree from an accredited college or university with a minimum of an Associate's degree. Preference given to degree specializing in business, communications, public relations, planning, historic preservation, design, marketing, public administration or economic development.
- Georgia Main Street 101 certification is preferred. The selected candidate must complete the Main Street 101 certification course within six months of employment if not currently certified.
- Excellent "people skills" as well as verbal and written communication skills.
- Demonstrated proficiency in all Microsoft Office programs.
- Familiarity with current social and digital media programs.
- Self-starter and self-directed, requiring minimal supervision with excellent organizational and time management skills.

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

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