



JOB ANNOUNCEMENT

MAIN STREET MANAGER

DEPARTMENT:	Communications and Tourism	POSTING DATE:	January 4, 2012
PAY GRADE:	23 Exempt	JOB CODE:	2053-190
PAY RANGE:	Hourly: \$18.34 - \$27.51 Annual: \$38,147 - \$57,221	WORK STATUS:	Full Time
		APPLY BY:	Open Until Filled

JOB SUMMARY:

This position is responsible for the development, coordination, execution and documentation of a comprehensive Main Street downtown revitalization program. Performs complex and responsible work, exercises considerable independent judgment and discretion in carrying out day-to-day responsibility.

MAJOR JOB RESPONSIBILITIES:

- Act as liaison and develop a cooperative climate with all persons and businesses directly or indirectly involved in the downtown area.
- Develop a strong and productive working relationship with appropriate public and private agencies at the local, state and national levels.
- Develop and maintain data systems to track progress of the Main Street program.
- Maintain the Main Street Certification through official reporting to the Georgia Department of Community Affairs.
- Maintain an ongoing relationship with the Georgia Department of Community Affairs and the National Main Street Center for technical assistance and advice.
- Develop a long term vision and an action plan with yearly updates in the 4 points of Main Street: organization, promotion, design and economic restructuring.
- Expand and develop volunteer capacity.
- Work with the public awareness and educational programs through speaking and development of new brochures.
- Inform and assist tenants and property owners with physical improvement projects.
- Manage administrative aspects of the Main Street program.
- Participate in budget preparation and other matters related to the program (along with the Communications and Tourism Director).
- Represent the Main Street Board at various state and national conferences, workshops, and seminars.
- Maintain personal contact with all members of the Main Street District through monthly newsletters, special events and business visits.
- Perform other related tasks as directed.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Bachelor's degree in history, business, planning or related discipline.
- Minimum of five years experience in preservation-based commercial revitalization.
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

Licenses and Certifications:

- Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).
- Certified Main Street Manager or Better Hometown Manager preferred. Those who are certified (CMSM) will be given highest preference.

Knowledge, Skills, and Abilities:

- Energetic, self-motivated, imaginative and accomplished organizer capable of functioning effectively in an independent situation, while maintaining a sense of other overall goals of other commercial revitalization products.
- Must possess acute visual sensitivity and commitment to the preservation philosophy.
- Strong oral and written communication skills as well as attention to detail.
- Ability to deal effectively with the public and governmental officials.
- Knowledge of office equipment and experience with Microsoft Office programs.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
