

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: MAIN STREET COORDINATOR
DEPARTMENT: ECONOMIC DEVELOPMENT
REPORTS TO: CITY MANAGER

CLASS CODE:
FLSA STATUS: E
DATE: 08/14

JOB SUMMARY:

This position provides staff support to The Downtown Development Authority Board and the Industrial Development Authority Board and is responsible for the development and implementation of economic developmental plans, programs and services both commercial and industrial and for developing and coordinating the activity of a Main Street program for the City of St. Marys.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Manage all administrative aspects in accomplishing Main Street status and when achieved, all aspects of the Main Street program, including purchasing, record keeping, budget development and accounting, preparation of all reports required by the State Main street Program and by the National Main Street Center. Assist with the preparation of reports to funding agencies and supervising part-time employees or consultants.

Develop and coordinate the activity of Main Street program committees, ensuring that communication between committees is well established; assist committees with implementation of work plan items.

Developing and conducting ongoing public awareness and education program designed to enhance appreciation of the downtown's architectural and other assets and to foster an understanding of the Main Street Program's goals and objectives.

Utilizing the Main Street program format, develop and maintain data systems to track the process and progress of the local Main Street program. These systems should include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.

Initiate, develop and coordinate industrial and economic development efforts for the City of St. Marys.

Assists in developing marketing plans for the sale of property at the Industrial Park

Oversees the preparation and administration of the departmental budget.

Assists in developing a business retention plan for the City.

Assists in coordinating marketing plans for the City in conjunction with the Chamber of Commerce, Industrial Development Authority, Downtown Development Authority, and other related organizations.

Monitors local, state, and Federal legislation and regulations relating to economic development and report findings and trends to the City Manager and both Authorities.

Prepare and submit local authority registration and reports of local authority finances to the Georgia Department of Community Affairs on an annual basis as required by state law.

Assists new and expanding businesses with City business and development applications and procedures; exchange information to encourage cooperation and efficiency of the development process.

Identify grant opportunities and coordinates all processes related to grant.

Assess the management capacity of downtown organizations and encourage 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.

Advise downtown merchants' organizations and/or chamber of commerce retail committees on Main Street Program activities and goals and assist in coordination of joint promotional event.

Help build strong and productive working relationships with appropriate public agencies at the local and state level.

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

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Composes and/or receives confidential correspondence and maintains files associated with same.

Provides information, advice, feedback, or assistance to others within the department to refine work outputs or resolve problems.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Attends a variety of meetings and conferences, obtains information and disseminates to appropriate Authority.

Reports administrative and/or operational problems to City Manager.

Performs specialized research and statistical work on assigned subjects for management.

Establishes and maintains website information relative to economic development, including an inventory of economic data.

Assists in developing incentive packages and programs that promote long-term economic opportunity and growth.

Facilitates capital investment through the use of the State's Revolving Loan Fund.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer
General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field and,

Two to three years of progressively responsible related experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Best practices in grant writing

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities.

Laws, legislation, codes, ordinances, etc.

General legal procedures.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Department policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

Office administrative and secretarial practices and procedures, such as business letter writing and the operation of standard office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Budget development and management.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Principles and practices of economic development

City processes, procedures, codes and regulations

City organization, operations and objectives

Research methods and report and grant writing techniques

Oral and written communication skills

Correct English usage

Public speaking techniques

Good customer service skills

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks.

Using a computer to accurately and rapidly enter and retrieve data and information.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and related equipment.

Mental and Physical Abilities:

Ability to communicate with staff, funders and others over the telephone and in person.

Ability 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 review and proofread documents to determine accuracy and necessary support data.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in differing situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; see and perceive color and depth; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally lift and/or move up to 50 pounds.

Working Conditions:

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.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.