

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 05/19/2017 until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Downtown Development Specialist/Main Street Specialist		
JOB CLASS (GRADE): 13	MIN. SALARY: \$37,419.20	
LOCATION: ECD	WORK HOURS: 8:30 AM – 5:30 PM	
DEPT. HEAD: Wanzina Jackson	WORK WEEK: Mon. – Fri.	

(X) REPLACEMENT () NEW REQUIREMENT

SUMMARY:

The Downtown Development Specialist is responsible for performing to the economic development tasks including assisting on special economic development projects and coordinating the Main Street Program.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides support for the Main Street Program as directed by the Assistant Manager, including administrative, clerical, and project management activities.
- Provides resources information to Downtown Development entities in order to assist in planning and coordinating Main Street projects, special events, fundraising initiatives, volunteer management, and recruiting. Includes helping to provide technical assistance in recruiting new volunteers through various opportunities throughout the year.
- Provides administrative support for managing the Main Street Board of Directors and Advisory Board, as well as committee meetings and activities to include preparation of meeting materials, scheduling, communications, and documentation.
- Provides assistance in coordinating Main Street activities with community partners and downtown stakeholders, encouraging a cooperative and collaborative environment. Coordination also includes assisting in maintaining the Main Street Web pages and other Main Street communications as developed, including acting as a liaison with related downtown non-profit boards.

- Provides technical assistance to local Downtown Development entities in coordinating joint promotional events with the downtown merchants, such as seasonal festivals, sidewalk sales, etc., with the goal of improving the quality and excitement of events to attract people downtown.
- Assists in the development of incentives related to the Georgia Urban Development law working with development partners to designate enterprise zones, opportunity areas, and tax allocation districts.
- Assists with processing and evaluating applications for the Small Business Development Assistance Program (SBDAP).

KNOWLEDGE, SKILLS, AND ABILITIES:

The Downtown Development Specialist must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of Local, State, and Federal agencies' downtown development programs and business assistance programs.
- Proficiency using personal computers and related software. Knowledge of the problems faced by small and minority businesses.
- Knowledge of Georgia Redevelopment Law.
- Knowledge of incentives related to downtown development and business development.
- Ability to develop program polices and implementation procedures.
- Effective written and oral communication skills to include knowledge of the techniques and objectives of grants writing and ability to effectively apply these techniques.
- Ability to maintain records and provide accurate reports from such records.
- Ability to provide technical and managerial assistance to clientele and fellow employees.
- Ability to communicate and maintain effective working relationships with other employees, elected officials, developers, private organizations, and the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Downtown Development Specialist should possess, at minimum, a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Finance or closely related field; a minimum of two (2) years of experience in small business development and downtown development; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Must be available to meet with groups of citizens, business professionals, and/or elected officials after normal working hours, weekends, and/or holidays.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None

TRAVEL:

The Downtown Development Specialist will be required to travel to meetings throughout Macon-Bibb County as necessary.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects. Employee must be able to bend, stoop, and lift and move objects weighing up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily indoor office work area, although the incumbent is sometimes required to perform a variety of tasks involving contact with adverse, hazardous, or unpleasant conditions.

If you feel you qualify for the above position, you may obtain an application at the Human Resources Office or complete the General Application located at www.maconbibb.us. Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER