

Main Street Manager

Posting date: October 2, 2018

Posting deadline: October 9, 2018 2pm

Pay Grade: 19

The City of Elberton is currently seeking qualified applications for a Main Street Manager.

NATURE OF WORK

An individual in this job classification coordinates activity within the downtown revitalization program known as Main Street Elberton. The mission of the Main Street program is to enhance the quality of life by strengthening the downtown as the center of the community through concentrated efforts in organization, promotions, design and economic vitality.

The manager is supervised directly by the City Manager and works in conjunction with the board of directors of the Downtown Development Authority (DDA).

Normal working hours for this position include some evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of planning, business administration, retailing, historic preservation and architecture, finance, public relations, community organization, and volunteer or nonprofit administration. Skills in verbal and written communication, event planning, and leadership. The ability to organize and lead a team or committee to implement events and joint activities.

EDUCATION, TRAINING, AND EXPERIENCE

Knowledge and level of competency to accomplish the tasks assigned in this job description. Experience sufficient to thoroughly understand the diverse objectives and functions of the department. Experience in event planning, business administration, leading a non-profit or volunteer organization, marketing or advertising, or other relevant experience will be considered.

A full copy of the job description may be obtained by contacting the City Clerk.

This is a full-time position. Compensation will be based on qualifications. Applications are available at City Hall, Monday – Friday, 8AM to 5PM. Submit completed applications to the City Clerk located at City Hall, 203 Elbert Street, Elberton, GA 30635.

The City of Elberton is an Equal Opportunity Employer and a Drug Free Workplace.