



## Administrative Coordinator

Economic Development

\$28,412.49 (This is an hourly non-exempt position)

### JOB SUMMARY

This position is responsible for assisting the Downtown Development/Economic Development & Main Street Director with DDA, Main Street and the economic development activities of the City of Griffin.

### MAJOR DUTIES

- Assists with economic development goals and objectives to include developing strategies for downtown economic development.
- Provides support for Main Street Program, including purchasing, recordkeeping, budget development, accounting, meeting agenda's & minutes and preparing required reports.
- Develops and maintains data systems to track and assess the process and progress of the Main Street Program.
- Coordinate research data collection and preparation of communications, reports, as well as, written & visual material needed for public presentations, brochures, flyers, projects and various other requests..
- Responsible for coordination of medial releases.
- Manages internal and external marketing research and information efforts.
- Responds to business and community inquiries.
- Works collaboratively with regional and local community organizations.
- Assists with the development of business and community enrichment programs.
- Assists with development-related public information and media relations.
- Supports the Director with Downtown Development Authority functions, including strategic planning, meeting management and report preparation.
- Promotes downtown activities and successes via internal and external venues; conducts tours of downtown as needed for small and large groups.
- Assists with the development of marketing materials, brochures and programs related to downtown initiatives.
- Develops and maintains an inventory of downtown businesses; markets available properties; assists tenants and property owners; meets with prospective clients.
- Collects and analyzes statistics on downtown and other areas.
- Identifies resource needs; fundraises and prepares grant applications.
- Attends related meetings and events during and after regular working hours.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of economic development best practices.
- Ability to multitask.
- Knowledge of economic and community development principles.
- Knowledge of management concepts and principles.
- Excellent proof reading skills
- Ability to quickly edit and complete revisions for print.
- Skill in problem solving.
- Skill in operating computers and job-related software programs.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Skill with Microsoft office products including word and excel.

## **SUPERVISORY CONTROLS**

This position receives direction primarily from the Downtown Development/Economic Development & Main Street Director.

## **GUIDELINES**

Guidelines include the Unified Development Code, the City of Griffin Code, the city's comprehensive plan, grant procedures, city personnel policies, and relevant state and federal laws. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the city's economic, downtown development and main street operations. Success in this position results in the efficiency and effectiveness of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed officials, contractors, developers, urban and regional planners, business owners, representatives of state and federal agencies, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Bachelor degree in Public Administration, Public Relations, Planning or an equivalent discipline is preferred.
- Experience sufficient to thoroughly understand the work of this position, usually associated with one to two years of downtown development, main street program management and/or economic development experience.
- Willingness and ability to work outside of normal business hours, including evenings and weekends, as required.
- Possession of a valid driver's license.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**