



Part-Time Assistant for Economic Development

Department: Economic Development

Rate: \$12.30/hour

JOB SUMMARY

This part-time position is responsible for assisting the Economic Development Director with DDA, Main Street and the economic development activities of the City of Griffin, as well as assisting the Downtown Council with activities associated with economic development specific to the downtown area.

MAJOR DUTIES

- Provides support for Main Street Program and Downtown Council, including purchasing, recordkeeping, budget development, accounting, meeting agendas & minutes and preparing required reports.
- 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 media 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.
- Supports the Downtown Council in promoting 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

- Ability to multitask.
- 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.
- Skill in social media applications.

SUPERVISORY CONTROLS

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

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 purpose of this position is to assist with the city's economic, downtown development and main street operations. The position will also be responsible for assisting with the Downtown Council 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.
- During an event, the work can include lifting, climbing ladders, and using basic tools or equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent.
- 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