



## Part-Time Assistant for Economic Development

Department: Economic Development 05.2020

### JOB SUMMARY

Provides support for and assists 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. Will be directly involved with events in Downtown Griffin with support from the Economic Development Department and Downtown Council.

**Commented [J01]:** Already discussed in "Supervisory Controls" section.

### MAJOR DUTIES

- Provides support for Main Street Program and Downtown Council, including purchasing, recordkeeping, budget development, accounting, meeting agendas & minutes and preparing required reports.
- Supports the Downtown Council in promoting downtown activities and successes via internal and external venues.
- Works with department staff and Downtown Council to develop a plan of action for each event, including social media.
- Builds relationships with businesses in order to grow overall participation.
- Develops or assists with a volunteer database for the different organizations to which the position reports.
- Coordinates with volunteers in advance and during events sponsored by the City, Downtown Council, and/or Main Street.
- Assists with the development of marketing materials, brochures and programs related to downtown initiatives.
- Coordinates media releases and social media marketing.
- Responds to business and community inquiries.
- Assists with development-related public information and media relations.
- Develops and maintains an inventory of downtown businesses and assists tenants and property owners.
- 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.
- Ability to initiate tasks and complete follow-through with limited supervision.

### SUPERVISORY CONTROLS

This position receives direction primarily from the Downtown Development/Economic Development & Main Street Director, as well as the Downtown Council Board Chair. Most direction will come from weekly staff meetings.

### 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, business owners, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to motivate or influence persons.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- Some work involves walking around downtown and talking to businesses.
- The work is typically performed in an office.
- During an event the work will be outside, 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**