

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **DDA Executive Director**

General Summary:

Under the supervision of the Downtown Development Authority (DDA) Board of Directors, the DDA Executive Director is responsible for creating and managing projects that meet the objectives of the DDA. The Executive Director is an advocate for DDA providing information and background on the goals and accomplishments of DDA to business owners, city officials and staff, and other interested persons. The Executive Director will promote downtown activities, educate businesses, serve as a listener, collaborator, clearinghouse, visionary, facilitator, and coordinator based on these points (organization, promotion, and design) of the Main Street Model.

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. While performing the duties of this job, the employee is frequently required to walk, sit, use hands and fingers, talk and hear. The employee must be able to operate a personal computer, a telephone, copier, and other office equipment. The employee will occasionally lift and/or move up to 20 pounds of material and will occasionally have to climb steps. Specific vision abilities required by this job include close vision (small print), peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to enter, exit, and operate a motor vehicle.

Eligibility Requirements:

Bachelor's Degree including coursework in public administration, communications, marketing or related area. Minimum of two years successful experience in increasingly responsible position involving similar duties; or the equivalent combination of education and experience.

- Knowledge of and/or training regarding the National Main Street Model and other economic revitalization tools preferred.
- Knowledge of basic business management procedures and practices to effectively control the DDA financial operations within budget and policy guidelines. Knowledge of QuickBooks is desirable.
- Skill in communicating both orally and in writing with the ability to provide concise and articulate reports and presentations to a variety of audiences.
- Skill in developing and using effective public relations and community promotion techniques.
- Skill in building and maintaining effective working relationships with public officials, business owners, landlords, various professionals, community groups and the general public. Ability to influence others to work cooperatively for larger goals and the common good of the Jackson community.
- Advanced computer skills related to marketing and design. Skill using PageMaker, MS Publisher is desirable.
- The candidate must be able to relate to the needs of the downtown business community, deal effectively with a broad range of people and be able to coordinate complicated events, promotions and programs.
- Must be a dynamic self-starter, proficient in working with a wide variety of responsibilities and able to be accurate with detailed information despite distractions.
- Must have experience working cooperatively in a team environment.

In addition to the above requirements, the DDA requires all employees be able to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions; and the ability to get along with other employees and members of the public. DDA employees are also expected to possess and maintain a record of orderly law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon employment with the DDA; and must be physically and mentally able to perform the essential duties of their position without excessive absences.

Employees must have and maintain residence within 20 miles of City within one (1) year of hire date. The position of Executive Director is an FLSA exempt, salaried, at will position.

The DDA does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, handicap, or marital status as to: access, availability, employment, or participation in any of its programs and activities

Salary: \$50,000 per year

Benefit Package may include:

- Paid vacation, sick leave, personal days and holidays
- Medical, dental, vision, and life insurance
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: May 21, 2019

Application Deadline: June 21, 2019

To Apply:

Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org

- A cover letter and resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email(apply@cityofjackson.org), or by mail at:

City of Jackson Human Resources Division
161 W. Michigan Ave Jackson, MI 49201
** EQUAL OPPORTUNITY EMPLOYER **