

# Blackshear's Main Street Program Manager

**Summary:** This position is responsible for the development and implementation of economic development plans within the Main Street Program; to actively promote the downtown district; a continued shared vision with a community-wide volunteer base, city staff, city council; working with and along side the Main Street board, and it's annual plan, budgets, and events, along with reporting and standards for accreditation set forth by the National Main Street Center and the Georgia Main Street Program.

## **Major Duties:**

1. Familiarization with all persons and entities directly or indirectly involved in the downtown area.
2. Encourage a cooperative climate between downtown businesses and public officials.
3. Assist Board of Directors in developing an annual budget and action plan.
4. Expand and Develop volunteer capacity ensuring that each function runs smoothly.
5. Develop strategies to increase opportunities downtown, attracting new users to existing facilities expand market opportunities and promote existing businesses.
6. Participate in training to broaden the impact of the local Main Street Program required by DCA
7. Filing all reports monthly, and annually on time to DCA and the State Hotel Motel Tax Report.
8. Responsible for the bookkeeping and budget reports of the program.
9. Maintain and preserve project files and documentation of the program for record and reference in a orderly manner.

## **Work Environment:**

Work is performed in a variety of conditions and settings, including but not limited to a desk in an office setting, outdoors in a variety of weather conditions and includes standing for a long period of time during working hours along with physical demands of setting up and breaking down events and programs.

## **Work Hours:**

Regular attendance is a necessary job function required for this position. Working hours vary depending on the season and program. Overtime, early mornings, late evenings, holidays, or weekends are needed to complete the job. This is a salaried position.

## **Desirable qualifications may include:**

1. Schooling or experience in business, marketing, history, a plus
2. Should be an energetic, self-motivated, imaginative and accomplished organizer, capable of functioning effectively in an independent situation, while maintaining a sense of the overall goals of the program.
3. Strong oral and written communications skills as well as attention to detail.
4. An ability to deal effectively with public and governmental officials.
5. Knowledge of office equipment, word processing, and a willingness to learn.

**\*The above description reflects general details as necessary to describe the principle functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.**