Village of Almont
Downtown Development Authority Director

Job Description

General Statement: The Downtown Development Authority Director is responsible for the development, execution, implementation and documentation of Downtown Development Authority (DDA) activities in the Village of Almont. The Director works with the DDA Board of Directors in determining overall development objectives and action plans and other developmental activities, and has responsibility for project oversight and administration. The Director enthusiastically and consistently promotes downtown development through various public relations initiatives; works cooperatively and effectively with businesses and property owners and prospective developers, identifies and secures grant-funding, and performs all administrative functions associated with DDA activities. The DDA Director is responsible for leading the village’s economic development efforts and attracting new businesses into the DDA District.

The Director shall not be a civil servant and is not an employee of the Village of Almont. The Director shall serve at the pleasure and will of the Almont DDA Board of Directors.

Supervision Received: Program and project guidance and oversight is received from the DDA Board of Directors. The DDA Director functions with considerable independence in job related activities and is held accountable for results. Work is reviewed through monthly DDA Board meetings and project and Director Reports.

Supervision Exercised: Supervision is exercised over any DDA staff, temporary or seasonal employees, event and community volunteers, as well as professional consultants hired by the DDA for various projects.

Duties to Be Performed:

1. Attend the meetings of the DDA Board and shall appraise the DDA Board and Village Council of the activities of the DDA and furnish information or reports governing the operation of the DDA as required.
2. Develop and aggressively implement business retention and attraction strategies and programs to promote success of the businesses and the DDA Development Plan.
3. Initiate and manage all physical and infrastructure improvement projects in the downtown. Assist the DDA Board in selecting consultants/contractors through the development of RFQ and RFPs. Manage the day to day activities of each project, monitor the project’s schedule and budget, and communicate to the Board on the progress of the project(s). Coordinate downtown landscaping, seasonal decorating and fixture maintenance activities. Maintain and make appropriate improvements to the downtown municipal parking system.
4. Maintain an inventory of available buildings and sites in the downtown for economic development purposes and respond to requests for information. Develop and utilize business assistance tools to assist individual tenants and property owners with building improvements. Administer the DDA’s Façade Assistance Program and coordinate the Almont Rental-Rehab housing program.

5. Enthusiastically promote the downtown through the use of the DDA’s website, social media, newsletter, press releases, media relations, advertising, special events, and marketing campaigns.

6. Implement and manage retail and community events, in cooperation with other community groups, to assist in business promotions and to foster local purchasing and excitement to attract people to downtown.

7. Encourage a cooperative climate between downtown interests, local public officials, and the general public. Coordinate with local, state, and federal business resources to provide educational opportunities, workshops, and counseling for small business needs.

8. Provide oversight and program administration for the Almont Youth on Main Street program.

9. Carry out necessary administrative actions to support the DDA office including but not limited to preparation of agendas, reports, minutes and recommendations for Authority action in advance of DDA meetings; maintain DDA minutes, files and records, budget preparation; and purchasing, accounting, notices and correspondence on behalf of the DDA. Prepare such annual reports and state reports as necessary.

10. Professional represent the DDA and serve as liaison between the DDA and local government, and other public, private or nonprofit groups and associations interested in downtown development. Keep the Almont residents informed as to the purpose and progress of the economic development activities as a means to create and reinforce a favorable attitude for economic development and community pride.

11. Monitor local, state and federal legislation and regulations relating to downtown development and report findings, trends, and recommendations to the Village Manager and DDA Board. Ensures that the DDA abides by all applicable federal, state, and local laws and regulations, while maintaining associated records and reporting procedures.

12. Work with appropriate public agencies to obtain necessary funding for DDA projects and programs. Seeks out grant opportunities and prepare grant applications for a variety of community development projects.

13. Keep the DDA, Village Council and other organizations informed on the progress of the work program through verbal and/or written updates, newsletters, and presentations.

14. Work effectively with volunteers and others involved in downtown related projects, understand the importance of volunteer involvement, and play an active role in coordinating and utilizing this important resource.

15. Other duties as may be assigned by the DDA Board.
Desired Minimum Qualifications:

Education and Experience:

Minimum education and experience includes a Bachelor’s degree from a four-year college or university with major coursework in business, marketing, public administration, urban planning or a field related to downtown development or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Education or experience in finance, economic development, grant writing, architecture, historic preservation, special event planning, and volunteer management is preferred.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of business, economic, community, and downtown development strategies and a basic understanding of municipal zoning and planning programs and processes.
- Must understand the issues confronting business and property owners, public agencies, and community organizations in a small city; and must have an affinity for the customs, traditions, and virtues of small town life.
- Must be entrepreneurial, self-starting, energetic, imaginative, and have the ability to prioritize tasks and assignments; he/she must be highly organized and capable of functioning effectively in a very independent environment. Must possess a strong sense of moral integrity.
- Knowledge of basic business management and accounting procedures and practices to effectively control the DDA financial operations within budget and policy guidelines.
- Skill in the use of Microsoft Office software for word processing, spreadsheet, data base and presentation purposes and in the use of desktop publishing and web page software.
- Skill in developing and fostering effective public relations and community promotion techniques. Experienced in special event planning and management.
- Ability to communicate effectively orally and in writing with developers, architects, contractors, property owners, business operators, supervisors, volunteers, employees, and the general public. Required to provide concise and articulate reports and presentations to a variety of audiences.
- Skill in building and maintaining effective working relationships with public officials, business owners, landlords, various professionals, community groups, volunteers, and the general public.
- Ability to assume a highly visible presence as the advocate for downtown.
- Ability to deal effectively with stress and deadlines.
- Some evening and weekend work required.

Salary

To be determined based on education and experience.