

City of Bowdon
Main Street Director

The City of Bowdon will be accepting resumes and employment applications for a Main Street Director through **5:00PM on Friday, September 8, 2017.**

This position is responsible for furthering the implementation of economic development and historic preservation plans within the Main Street District. The Main Street Director is required to actively promote the downtown district; to share the vision of the program with a community-wide volunteer base, city staff, and city council; to work with and alongside the Main Street board to develop an annual work plan, budgets, and events; and to complete the reporting standards for accreditation set forth by the National Main Street Center and the Georgia Main Street Program. This position is also responsible for managing and promoting a city-owned local concert venue that has a seating capacity of 450 persons.

Employment Applications and a full job description are available for this position at City Hall in Bowdon at 136 City Hall Avenue, Bowdon, Georgia 30108 or by email request sent to belliott@bowdon.net. Resumes submitted without a completed employment application will not be considered. Completed packages can be delivered to the attention of the City Manager in person to City Hall or submitted by email to the address shown above.

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Main Street Director

Job Summary:

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Major Duties:

- Familiarization with all persons and entities directly or indirectly involved in the downtown area.
- Encourage a cooperative climate between downtown businesses and public officials.
- Assist Board of Directors in developing an annual budget and action plan.
- Expand and develop volunteer capacity ensuring that each function runs smoothly.
- Develop strategies to increase opportunities downtown, attracting new users to existing facilities, expand market opportunities and promote existing businesses.
- Participate in training to broaden the impact of the local Main Street Program required by Department of Community Affairs (DCA)
- Filing all reports monthly and annually on time to the DCA.
- Responsible for the bookkeeping and budget reports of the program.
- Maintain and preserve project files and documentation of the program for record and reference in an orderly manner.
- Responsible for managing, promoting, and integrating a city-owned concert venue into the Main Street program.
- Responsible for coordinating all program activities locally as well as for representing the community regionally and nationally as appropriate.

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.

Desirable qualifications may include:

- Schooling or experience in business, marketing, history, a plus
- 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.
- Strong oral and written communications skills as well as attention to detail.
- An ability to deal effectively with public and governmental officials.
- Knowledge of office equipment, word processing, and a willingness to learn.

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