



**Dublin Downtown Development Authority
Executive Director Job Description**

GENERAL STATEMENT OF DUTIES

The Dublin Downtown Development Authority (DDA) Executive Director is responsible for managing the downtown revitalization efforts of the DDA, using the Main Street Approach™ and maintaining Dublin's designation as a Georgia Exceptional Main Street community. The Director is an advocate for the downtown district and acts as a liaison to businesses, property owners, governmental officials and staff, community organizations, and others. Duties encompass a variety of tasks with a primary focus on economic revitalization of Downtown Dublin, Georgia.

SUPERVISION

Work is performed under the general supervision of the DDA Board of Directors.

SUPERVISION EXERCISED

Supervises the full-time and part-time staff and contractors hired by the DDA.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Director may be called upon to do any or all of the following:

- Leading and managing the development of short- and long-range DDA plans; aligning plans with City and County leadership and comprehensive plans
- Leading the DDA on matters affecting the district, such as large-scale development, transit, general direction, and City relationship building
- Overseeing administrative aspects of DDA operations, including recording-keeping, grant files, preparation of reports and items as requested by the DDA Board—monthly agenda package, staff reports, correspondence, meeting minutes and posting notices of meetings accordance with the Open Meetings Act
- Oversee the operation and programming of public downtown facilities including: Theatre Dublin, Market on Madison, Dublin Carnegie, and Bicentennial Plaza
- Delegating activities, responsibilities and authority as necessary and desirable to staff, contractors and vendors while retaining responsibility and accountability for performance
- Managing and coordinating all marketing and promotional efforts including advertising, social media, and website development
- Developing and preparing budget—overseeing and approving expenditures, preparing financial reports in compliance and direction from the Board of Directors
- Procuring revenue enhancements through grant writing, events, sponsorships, and sales
- Coordinating promotional events and activities to attract people to the downtown district
- Fostering and seeking ways to address the common needs and interests of businesses, understanding the needs of each business, and ensuring that businesses are aware of and actively use the DDA's resources

- Assisting in site selection information and other resources for prospective businesses interested in moving to or growing in the DDA district
- Developing and implementing programs and procedures regarding business recruitment, retention and expansion—activities may include working with area brokers, cold calling prospective businesses, acting as an advocate and counselor to prospective businesses (including waking them through the City development process) and suggesting incentive programs for the DDA for formalization to entice business recruitment and retention,
- Developing excellent working relationships with the DDA Board, City Council, City staff, County Commissioners, County Staff, community development partners, and other public, private or nonprofit groups and associations interested in downtown development
- Any other duty and/or responsibility reasonably necessary to carry out the purposes of the Director’s position as directed by the Board of Directors

PERIPHERAL DUTIES AND RESPONSIBILITIES

- Making presentations to officials, boards, commissions, civic groups and the general public
- Maintaining a level of knowledge about local, state and federal legislation and regulations relating to downtown development
- Attending professional development workshops and conferences to keep updated on trends and developments in the field of downtown development
- Attending important city/DDA functions, events, etc. (City Council, Historic Review Board, business openings, groundbreaking ceremonies, etc.)

MINIMUM QUALIFICATIONS

Education and Experience:

- A bachelor's degree from an accredited college or university with major course work in business or public administration, marketing or a closely related field; and
- Three years of administrative experience in the same or related field with time spent in as many areas as possible of marketing, economic development, grant writing, community planning and public relations
- Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis

Necessary Knowledge, Skills and Abilities:

- Knowledge of basic laws, ordinances and regulations affecting the operation of municipal government. • Knowledge of governmental budgeting and record-keeping practices and principles
- Ability to provide leadership to the DDA Board, businesses in the DDA District and City Council and City Staff
- Capable of being an implementer, thriving on managing a variety of key projects simultaneously, often under tight deadlines
- Extensive writing and editing experience (externally focused) with a variety of print and online communications media; must have demonstrated experience with new media technologies
- Basic knowledge of policy analysis concepts and measurement techniques
- Knowledge of municipal and/or downtown development methods, practices and procedures
- Innovative thinker with a track record for translating strategic thinking into action plans and output
- A passion for progress and continuing improvement
- Skill in dealing with the public, citizen groups and other employees with a commitment to work collaboratively
- Skill in presentations and public speaking

- Ability to self-start, work independently and maintain an entrepreneurial spirit
- Ability to assemble data and to effectively prepare and present accurate records and reports
- Ability to communicate effectively both orally and in writing with diverse audiences
- Ability to coordinate all elements of events and meetings
- Ability to demonstrate integrity, ingenuity and inventiveness in the performance of duties and responsibilities
- Ability to direct the work of others as needed
- Ability to establish and maintain effective working relationships with a variety of appointed and elected officials, staff, outside agency personnel, community members, media and the general public
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills with co-workers, vendors and residents
- Ability to keep immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems
- Ability to operate office equipment and a personal computer using program applications appropriate to assigned duties
- Ability to plan and organize work activities
- Ability to represent the DDA at internal and external meetings
- Ability to understand and follow complex oral and written directions and instructions
- Ability to work nights and weekends and travel, when required

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.