

City of Forest Park Downtown Development Authority  
Title: Executive Director

**Position Summary:** The Executive Director is responsible for planning, marketing, promoting, and implementing programming for the City of Forest Park Downtown Development Authority. This position reports directly to the Chairperson of the Downtown Development Authority and works closely with the City of Forest Park Economic Development Director.

#### General Duties & Responsibilities

- In conjunction with city and DDA board, develop an annual work plan for implementing downtown revitalization.
- Develops annual operating and program budget for board approval. Manages operating and program related expenses within the approved budget.
- Prepares all reports required by the DDA and the City to assist with the preparation of report.
- Coordinates recruitment of Main Street District businesses.
- **If there are specific industries being targeted, I can update this line.**
- Facilitates the acquisition of Main Street properties.
- Facilitates board meeting functions, with assistance from the Economic Development Staff Assistant.
- Ensures compliance with DDA laws – training requirements, insurance coverage, audits, and the Open Records Act.
- Maintains and Updates DDA property inventory.
- Facilitates and manages the construction and building improvements for DDA properties.
- Performs related duties as assigned.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

Four-year degree in urban planning, business, public administration, economics, marketing, public relations, or a closely related field required; Two years of experience in performing related work; or any equivalent combination of education and experience is acceptable.

Should have education, knowledge, and experience in as many of the following areas as possible: economics, finance, public relations, design, planning, business administration, public administration, retailing, volunteer or nonprofit administration, and small business development.

#### Knowledge Required for Position:

Skill in oral and written communications.

Skill in public relations and marketing.

Knowledge of administration, budgeting, and basic accounting.

Skill in organizing.

Skill in operating computers.

Skill in gathering and analyzing statistical data.

Knowledge of the principles and techniques of planning and development

**Note: after consulting the Georgia Department of Community Affairs' Downtown Development Division, it is recommended that the starting salary range be between \$50,000 and \$60,000.**

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