

City of Washington

Job Opening

Classification Title: Economic Development Director/Main Street Director

Term of Appointment: Full-Time Exempt

Probationary Period: One (1) year

GENERAL NATURE OF WORK:

Plans, develops, implements, and assesses economic development activities including revitalization of the downtown commercial district. Engages in recruitment, retention, and expansion with emphasis on small business development, downtown development, industrial development, and community engagement. Serves as liaison to the Downtown Development Authority, Payroll Development Authority, Historic Preservation Committee, and Chamber of Commerce.

WORK ENVIRONMENT:

Mixture of office and field sites. Job requires some outdoor activities, night meetings, and periodic weekend tasks. Office location is City Hall, 102 E. Liberty St, Washington, GA 30673.

MAJOR DUTIES:

- Attend meetings and formal activities of City Council, PDA, and DDA as needed.
- Manage city-owned properties available for development; market them to prospects.
- Cultivate relationships with businesses, government officials, and agencies to encourage new business activity and the expansion of existing businesses.
- Actively pursue and coordinate industrial and commercial prospects.
- Maintain ongoing contact with the Chamber of Commerce, Georgia Department of Economic Development, Georgia Power, MEAG, Georgia Economic Developers Association and other agencies to promote Washington-Wilkes as a viable and attractive location for new industry.
- Maintain Main Street Program.
- Promote expansion of tourism industry.
- Prepare grant applications, contracts and other necessary documents; administer grant funds and manage contracts.
- Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in alignment with the comprehensive plan, zoning ordinances and city goals.
- Direct economic development initiatives to achieve the goals and objectives of the City of Washington.
- Schedule and attend meetings for the Downtown Development Authority (DDA), manage facade grant program, manage DDA-owned property, negotiate leases and ensure timely payments of leases.
- Collaborate with the Historic Preservation Commission,.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree from an accredited college or university in economic development, public administration, planning, business, public relations, communications, marketing, or related field.
- Demonstrated experience in economic development, community development, local and regional planning, and public administration required; as well as experience in developing and

implementing community engagement activities, strategic planning, group facilitation, or other areas aimed at community and economic development objectives.

- Downtown development/redevelopment experience preferred.
- Demonstrates ability to develop leadership teams and programs.
- Familiar with various resources available from the State of Georgia, foundations, partnerships, associations, or private sectors that support local economic development.
- Ability to effectively communicate in business English using verbal, written and digital modes.
- Understanding of partnerships and how to develop.
- Ability to coordinate and support collaborative projects involving a number of separate entities.
- Ability to translate group concepts into project plans.
- Ability to effectively communicate with various, diverse businesses, economic development partners, and civic organizations.
- Ability and willingness to perform all administrative, minimal, and conceptual planning functions to complete projects.
- Ability to complete projects with minimal support.

BENEFITS:

- Competitive salary based on experience
- Matching 401(a) and 457(b); vested at 5 yrs.
- Employer-provided health insurance
- 10 paid city holidays
- Accrued vacation & sick leave
- Flex Time

Please email resume to hr@wga.gov. Position to remain posted until filled.

The City of Washington is an Equal Opportunity Employer.