

## Main Street Director – City of Quitman

### **POSITION (Posted January 1, 2023)**

**Main Street Director:** This is a part-time position with the City of Quitman at a pay rate of \$15.00 per hour with a maximum of 20 hours allowed per week.

### **PURPOSE OF POSITION**

The Main Street Director coordinates activities within a downtown or commercial district revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. This position is responsible for the development, conduct, execution, and documentation of the Main Street program. The program director is the principal on-site staff person responsible for coordinating all program activities and volunteers, as well as representing the community at all times. In addition, the program director should help guide the organization as its objectives evolve.

### **MAJOR DUTIES AND RESPONSIBILITIES**

**The Main Street Director will carry out the following tasks:**

- Reports directly to the Mayor of the City of Quitman and attends Board of Aldermen meetings.
- Coordinate the activity of the Main Street program committees, ensuring that communication among committees is well established; assist committee volunteers with implementation of work plan items.
- Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development, accounting, preparing all reports required by the state Main Street program and by the National Main Street Center, assisting with the preparation of reports to funding agencies, and supervising volunteers and consultants.
- Develop downtown economic development strategies that are based on historic preservation and utilize the community's human and economic resources. Become familiar with all persons and groups directly and indirectly involved in the business district. Mindful of the roles of various downtown interest groups, assist the Main Street program's steering committees in developing an annual action plan for implementing a downtown revitalization program focused on four main areas: design/historic preservation, promotion and marketing, organization/management, and economic restructuring/development.
- Develop and conduct on-going public awareness and education program designed to enhance appreciation of the downtown's assets and to foster an understanding of the Main Street program's goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
- Assist individual tenants or property owners with physical improvement projects through personal consultation; assist in locating appropriate contractors and materials; provide advice and guidance on necessary financial mechanisms for physical improvements.
- Assess the management capacity of major downtown organizations and encourage improvements in the downtown community's ability to carry out joint activities such as

promotional events, advertising, appropriate store hours, special events, business assistance, business recruitment, parking management, and so on. Provide advice and information on successful downtown management. Encourage a cooperative climate among downtown interests and local public officials.

- Advise downtown merchants on Main Street program activities and goals; help coordinate joint promotional events, such as festivals or business promotions, to improve the quality and success of events and attract people to downtown; work closely with local media to ensure maximum coverage of promotional activities; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- Help build strong and productive relationships with appropriate public agencies at the local and state levels.
- Utilizing the Main Street program format, develop and maintain data systems to track the progress of the local Main Street program. These systems should include economic monitoring, individual building files, photographic documentation of physical changes, and statistics on job creation and business retention.
- Represent the community to important constituencies at the local, state, and national levels. Speak efficiently on the program's directions and work, mindful of the need to improve state and national economic development policies as they relate to commercial districts.

### **Perform other duties as directed**

### **MINIMUM QUALIFICATIONS**

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills, and abilities that would typically be acquired through:

- High school diploma, or equivalent education
- Bachelor's degree in commercial district management, economics, finance, public relations, planning, business administration, public administration, retailing, volunteer or non-profit management, or a related field is recommended and preferred
- At least 3 years of experience in this or a related field is recommended and preferred

### **WORKING CONDITIONS**

Work performed in an office environment requires sustained posture in a seated position for prolonged periods of time; no exposure to chemicals or hazardous material. Physical work includes bending, stooping, and lifting.

- Part-time position
- A maximum of twenty (20) per week year-round
- 50% of the work is indoors
- 50% of the work is outdoors

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge:**

- Knowledge of general functions and operations of municipal government

- Knowledge of operations of the city
- Knowledge of budget management
- Knowledge of personnel management
- Knowledge of fund accounting and bookkeeping
- Knowledge of computerized software, including word processing and spreadsheets
- Knowledge of general office and filing practices and procedures

**Skills and Abilities:**

- Creative Skills
- Analytical and problem-solving skills
- Mathematical skills, including addition, subtraction, division, and multiplication
- Excellent communication skills, both oral and written
- Accurate typing and data entry using a personal computer
- Must be proficient in MS Word, Excel, PowerPoint, Publisher, and Outlook
- Ability to communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Ability to handle multiple tasks simultaneously with frequent interruptions
- Ability to meet specified or required deadlines
- Ability to make decisions within specified time restraints
- Ability to maintain confidentiality
- Ability to follow departmental and City policies and procedures

**BENEFITS**

There are no fringe benefits associated with this part-time position.

**APPLICATIONS**

Applications are available on The City of Quitman’s web site at [www.cityquitman.net](http://www.cityquitman.net) and at Quitman City Hall. Applications with cover letter and resume will be received until position is filled. The resume should include educational experience, specific work experience, computer skills and three references. While this notice points out skill requirements, etc., it does not define every aspect of the job. The candidate may be asked to perform other duties as directed.

**Interested applicants should submit a cover letter and resume to the attention of:  
Mayor’s Office/ Steve Watkins, Mayor**

**Via Electronic Mail: [stevewatkins@ci.quitman.ms.us](mailto:stevewatkins@ci.quitman.ms.us)**

**- or -**

**United States Mail: City of Quitman, 101 East Church Street, P.O. Box 16, Quitman, MS 39355**

*The City of Quitman, MS is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*