



City of Ringgold

150 Tennessee Street
Ringgold, GA 30736

Office (706) 935-3061
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July 25, 2017

Main Street Manager
City of Ringgold

GENERAL STATEMENT OF DUTIES:

The primary purpose of this position is to assist in the development and execution of a comprehensive main street revitalization plan for downtown district based on the Main Street Program Four Point Approach: organization, promotion, economic restructuring, and design. The position answers to the City Manager. The position serves two different boards: The Down Town Development Authority and the Convention and Visitors Bureau.

SPECIFIC DUTIES:

Assists with the development and implementation of strategies to attract businesses to the downtown district; insures compliance of local Main Street Program with the State program office; manages the Main Street Advisory Board (DDA) and all related administrative functions such as budget development and accounting, as well as preparing reports when necessary; recruits volunteers to assist with implementing Four Point Main Street Strategy; implements marketing strategies that will encourage business development and retain existing businesses; assists property owners with physical improvement projects; manages façade grant program and assists the City Manager with grant development, implantation and administration. Prepares reports, expenditures, purchasing, record keeping and inventory management; works with the Georgia Department of Community Affairs, and the Ringgold Partners (downtown merchant association) and other related agencies; performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of National and State Main Street Program principles and goals; Knowledge of general business principles; funding resources and additional financial incentives available to the Main Street Program; Knowledge of economic development and business retention and recruitment; City's operations, zoning ordinances and land use plans; Skill in dealing with large-scale financial transactions; Skill in dealing with both public and private enterprises; Skill in oral and written communication; Ability to network and develop relationships with real estate and site selection professionals; Ability to research, compose and submit grant applications with respect to the Main Street Program; Ability to schedule, organize, and execute assigned tasks and understand and follow oral and written instructions; Ability to accurately record and transfer data from one source to another, and maintain strict confidentiality;

EDUCATION AND EXPERIENCE:

Bachelor's degree in Planning, Public Administration, Economic Development or related field; three(3) to five (5) years of professional experience in Economic Development field and/or a Main Street Program desired; a background in event planning, grant writing and customer relationships required; must possess a valid State of Georgia driver's license;

CLOSING DATE:

Applications will be accepted until position is filled. Resumes will not be accepted without an application. An application may be obtained from the City's website: www.cityofringgoldga.gov or at Ringgold City Hall located at 150 Tennessee Street, Ringgold, GA 30736.