

Main Street Medina Manager Job Description

This position is hired by, and reports to, the Main Street Board of Directors. The Board of Directors will conduct an annual review of the Main Street Manager.

Work Objectives

The Main Street Manager coordinates activity within a downtown revitalization program that utilizes historic preservation as an integral foundation for core area economic development.

He/she is responsible for the development, conduct, execution and documentation of the Main Street Program. The Manager is the principal on-site staff person responsible for coordination of all activities locally as well as for representing the community regionally and nationally as appropriate. In addition, the project manager should help guide the organization as it grows and as its objectives evolve.

Full Range of Duties to be Performed

- A. Coordinate activity of Main Street program committees, ensuring that communication between committees is well established; assist committees with implementation of work plan items.
- B. Manage all administrative aspects of the Main Street program, including purchasing, record keeping, budget development and some bookkeeping; preparing all reports required by the state Main Street program and by the National Trust Main Street Center, assisting with the preparation of reports to funding agencies; and supervising part-time employees or consultants when appropriate.
- C. Develop, in conjunction with the Main Street program's Board of Directors, strategies for downtown economic development through historic preservation utilizing the community's human and economic resources. Become familiar with all persons and groups directly or indirectly involved in the downtown commercial district. Mindful of the roles of various downtown interest groups, assist the Main Street Board of Directors and committees in developing an annual action plan for implementing a downtown revitalization program focused on four areas: design/historic preservation, promotion, organization/management and economic restructuring/development.
- D. Develop and conduct ongoing public awareness and education programs designed to enhance appreciation of the downtown's architecture and other assets and to foster an understanding of the Main Street program's goals and objectives. Through speaking engagements, media interviews and appearances, keep the program highly visible in the community.
- E. Assist individual tenants or property owners with physical improvement projects when possible. Examples may include personal consultation or by obtaining and supervising professional design consultants; assist in locating appropriate contractors and materials; when possible, participate in construction oversight; provide advice and guidance on necessary financial mechanisms for physical improvements.
- F. Assess the management capacity of major downtown organizations and encourage improvements in the downtown community's ability to undertake joint activities such as promotional events, advertising, uniform store hours, special events, business recruitment, parking management and so on. Provide advice and information on successful downtown management. Encourage a cooperative climate between downtown interests and local public officials.
- G. Advise downtown merchant's organizations and/or Chamber of Commerce retail committees on Main Street program activities and goals and assist in the coordination of joint promotional events, such as seasonal festivals or cooperative retail promotional events, in order to improve the quality and success of events to attract people downtown; work closely with local media to ensure maximum event coverage; encourage design excellence in all aspects of promotion in order to advance an image of quality for the downtown.
- H. Help build strong and productive working relationships with appropriate public agencies at the local and state levels.
- I. Utilizing the Main Street program format, develop and maintain data systems to track the process and progress of the local Main Street program. These systems should include economic monitoring, individual building files, thorough photographic documentation of all physical changes and information on job creation and business retention.
- J. Represent the community at the local, state and national levels to important constituencies. Speak effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to smaller communities.

Resource Management Responsibilities

The manager supervises any necessary temporary or permanent employees, as well as professional managers. He/she participates in personnel and project evaluations. The manager maintains local Main Street program records and reports, establishes technical resource files and libraries and prepares regular reports for the state Main Street program and the National Trust Main Street Center. The project manager monitors the annual project budget and maintains financial records in cooperation with the organization's Treasurer. The Board of Directors may contract bookkeeping/accounting services other than the Manager for Main Street.

Job Knowledge and Skills Required

The project manager should have education and/or experience in one or more of the following areas: marketing, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and /or small business development. The manager must be sensitive to design and preservation issues. The manager must understand the issues confronting downtown business people, property owners, public agencies and community organizations. The manager must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in a very independent situation. Basic mathematical and computer skills, excellent verbal and written communication skills are essential. Supervisory skills are desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee frequently is required to sit and use hands to find, handle or feel. The employee may be required to reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision required by this job includes close vision, peripheral vision, depth perception, and the ability to adjust focus.

Other

Must have a valid Ohio Driver's License. Must be bondable.

Resumes

Please submit resumes to mainstreetmedina@medinaohchamber.com by no later than January 11, 2008. Please include professional references. Electronic resumes are preferred, however, you may mail your resume to Main Street Medina Manager Position, 145 N. Court St., Medina, OH44256. Only electronically submitted resumes will receive an acknowledgement of receipt.