NOTICE OF POSITION VACANCY

TITLE: TIFA/DDA Director

COMPENSATION: $25,000-30,000 or depending upon qualifications.

WORK SCHEDULE: 8:00am-4:30pm flexibility with City Hall and Telework. Requires some evening meetings and weekends related to special events. This is a part time position of no more than 24 hours in a two week period.

JOB SUMMARY: An Administrative position under the general supervision of the City Manager and DDA/TIFA Boards. The employee performs a broad range of responsibilities associated with developing, implementing and administering plans, programs and services of the Grosse Pointe Park Downtown Development Authority and the Tax Increment Finance Authority. Represents the Boards in community relations activities, including both internal and external communications.

JOB RESPONSIBILITIES:

Communicate effectively, verbally and in writing, with DDA, TIFA, City Officials, current and prospective property and business owners in the districts, non profit organizations, the general public and other stakeholders regarding matters relating to DDA/TIFA plans, projects and programs.

Analyze budgetary matters and develop a recommended annual operating budget for presentation to the DDA/TIFA Boards for approval.

Interact effectively with the city departments in the development and implementation of appropriate strategies for meeting current and future parking needs in the City, including development and management of public parking and efficient use of privately-owned parking.

Develop and facilitate joint activities such as community events, promotional events, advertising, marketing, special events and business recruitment.

Maintain compliance reporting with the State of Michigan according to Act 57 of 2018

Maintain TIFA/DDA section on City website

Manage and administer contracts for good and services
Act as liaison between the DDA/TIFA and the Grosse Pointe Park Business Association and Grosse Pointe Chamber of Commerce

Assist in the coordination of grant programs and work with applicants and contractors on requirements for grant submittal

Represent the DDA/TIFA in presentation to and meetings with stakeholder groups

Prepare and disseminate DDA/TIFA Board meeting agendas and meeting materials

Attend all meetings of the DDA/TIFA Boards and other city meetings as needed

Other duties as assigned

MINIMUM QUALIFICATIONS:

✓ Graduation from a college or university with a minimum of a Bachelors Degree preferred in public administration, business management, urban planning, marketing, economic development, or a related field

✓ Two (2) years of related experience; or

✓ Any equivalent combination of education and progressively responsible experience including the following areas: community planning, urban design, economic development, business, marketing, finance, grant writing, public relations, and project management.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

✓ Strong written and oral communication skills

✓ Knowledge about local, state and federal legislation and regulations relating to development

✓ Attend professional development workshops and conferences to keep updated on trends and developments

✓ Basic knowledge of downtown development planning, municipal infrastructure, and public finance

✓ Ability to establish and maintain effective working relationships with other departments, officials, applicants, community groups, residents and other professionals and representatives of the public and other agencies.

✓ Ability to meet numerous deadlines, concentrate, scrutinize project or work details, organize, prioritize, schedule work independently, and produce quality work in a timely and efficient manner
✓ Ability to operate office equipment and a personal computer using program applications appropriate to assigned duties.

✓ A Valid State of Michigan drivers license and satisfactory driving record, and the ability to maintain one throughout employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job the employee regularly works in an office setting.

While performing the duties of this job the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk, use hands and fingers, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

APPLICATION:
Please submit cover letter, resume and three professional references to Nick Sizeland, City Manager at citymanager@grossepointepark.org or by mail at 15115 E Jefferson Ave Grosse Pointe Park, MI 48230. Position is open until filled.

Grosse Pointe Park is an Equal Opportunity Employer.