

City of Covington Downtown Director

Class Title: Downtown Director
Department: Downtown Mainstreet
FLSA Status: Exempt
Reports To: City of Covington Mayor

SUMMARY DESCRIPTION

The Downtown Director coordinates activity within a downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development.

He/she is responsible for the development, execution, and documentation of the future City of Covington Main Street program. The director is the principal on-site staff person responsible for coordinating all program activities locally as well as for representing the Community regionally and nationally as appropriate. The position will begin as a Downtown Director, soon to become the Covington Main Street Director once the application is submitted and the city becomes Main Street certified.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional duties from those set forth to address business needs and changing business practices.

The director is the central coordinator for all Downtown Covington projects and activities.

Develop, in conjunction with the local Main Street program's volunteer board of advisors, economic development strategies that are based in historical preservation, utilize the community's resources, and are focused on the downtown commercial area. Understand and become familiar with individuals/groups who are directly (or indirectly) involved/interested in downtown and the community. Assist the board of advisors in developing and implementing an annual downtown/revitalization plan based on the Main Street four-point approach: organization/membership, promotion, design, and economic restructuring/development.

Manage all administrative aspects of the local Main Street program. These responsibilities include purchasing, record keeping, budget development, submitting grant applications and accounting, preparing monthly reports for City Mayor and Alderman, submitting reports for the National Main Street Program, preparing or assisting with the preparation of reports to funding agencies, and supervising part-time employees or consultants.

Assist individual tenants or property owners with physical improvement projects through personal consultation or by obtaining and supervising professional design consultants; assist in locating appropriate contractors and materials; when possible, participate in construction

supervision; 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 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.

Help build strong and productive working 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 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.

QUALIFICATIONS

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

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in an office setting; sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

VISION

See in the normal range with or without correction.

HEARING

Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

Work is performed primarily in a standard office environment with occasional requirements to

work in an outdoor setting.

TIME COMMITMENT

A minimum average time commitment will not exceed 40 hours per week to fulfill the duties required of this exempt position.

COMPENSATION AND EMPLOYEE BENEFITS

Compensation commensurate with experience. Other benefits include healthcare coverage to include vision and dental, a retirement package, a flexible work schedule, paid holidays, and sick and vacation time.

REASONABLE ACCOMONDATION

It is the policy of the City of Covington to provide reasonable accommodation to qualified individuals with a disability who are applicants for employment or employees to perform the essential functions of the job. The City of Covington is an Equal Opportunity Employer.

This job description reflects management's assignment of essential functions; it is not meant to be all-inclusive of the tasks that may be assigned.

Submit cover letter, resume, and professional references not later than 5:00 PM, August 16, 2023 to:

Harlie Gentile
hgentile@covingtontn.com
City of Covington
P.O. Box 768
100 West Washington
Covington, TN 38019

***Position will remain open until the final candidate is selected.
No phone calls please.***