



POSITION DESCRIPTION

Position: Part-Time Downtown Specialist		Department: City Manager's Office	
Reports to: Director of Authorities		FLSA Status: Non-Exempt	
Location: Civic Center	Division: N/A	Pay Grade: N/A	
Revised: January 17, 2018	Last Reviewed: January 1, 2018	Union: N/A	Status (FT/PT/Temp): Part-time

GENERAL PURPOSE

To provide the individual with high level projects focused on the growth and promotion of Downtown Auburn Hills.

SUPERVISION RECEIVED

Works under supervision of the Director of Authorities

SUPERVISION EXERCISED

None. Will work cooperatively with City staff colleagues; members of Committees, Commissions and Boards, staff of the Chamber of Commerce, and other constituencies throughout the community. May exercise supervision over projects but not necessarily staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attends monthly DDA, TIFA meetings, records and produces meeting minutes, and activities related to producing memos and reports for the Board's consideration.

Assists in activities sponsored by the DDA, or TIFA in Downtown which includes but is not limited to all promotional activities related to the Downtown area and economic development programs for all three TIF Districts and the DDA.

Works regularly with Community Relations to promote Downtown-related initiatives.

Assists in coordinating activities related to the operation of The DEN and University Center, including staff and building scheduling.

Monitors and updates promotional materials, website postings, etc., related to Downtown and its activities.

Assists in the coordination of the TIFA Grant Programs and works with applicants and contractors on requirements for grant submittal.

Assists in the development of notices, flyers, brochures, media releases, news articles and other informational materials pertaining to the Downtown.

Assists in the development of inter-departmental planning; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.

Assists the Executive Director with all aspects of its operations, including real estate transactions, infrastructure planning, annual budgeting, meeting attendance, and the like.

Runs errands in support of events and activities associated with the Downtown.

Provides professional support and work with the Business Assistance Team to promote retention, attraction and expansion of businesses in the City, with special emphasis on the downtown.

Communicates official plans, policies and procedures to staff and the general public on behalf of the TIFA.

Participates and interacts with a variety of community organizations and departments.

Provides administrative assistance to the Executive Director in meeting management; assembles background materials, prepares agendas for various boards and commissions and records action items for various meetings. Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.

Investigates and follows-up on citizen requests for service, complaints and information.

Assists in groundbreaking and other media events.

Performs clerical and administrative work, including answering phones, receiving public and providing customer assistance.

Composes, types and edits a variety of correspondence, reports, memoranda and other material requiring judgement as to content, accuracy and completeness.

Inputs data to standard department forms; compiles data for various reports.

Establishes and maintains filing system, controls records and indexes using moderate independent judgement.

Other duties as assigned.

PERIPHERAL DUTIES

Assists other departments in performing duties.

Evaluates work procedures, schedules, and workload; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.

Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a minimum of an Associate Degree, Bachelor's Degree preferred, in public administration, political science, communications, business management, marketing or a related field, and
- (B) Two (2) years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern office operations; along with a record of experience in positive public interaction;
- (B) Skill in operation of listed tools and equipment;
- (C) Solid written and verbal communication skills. A professional appearance and the confidence to interact with the public at all levels are beneficial.
- (D) Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; ability to communicate effectively verbally and in writing.

SPECIAL REQUIREMENTS

A proven advance level of written and oral communication skills. Ability to multi-task and manage multiple projects at one time. Experience working with Municipal Boards and Commissions, especially a Downtown Development Authority are preferred, but not required.

TOOLS AND EQUIPMENT USED

Laptop and/or desktop computer, including word processing, spreadsheet and data base software; phone; copy machine; fax machine.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk or stand for long periods of time.

The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, but fast paced at times. Employee is expected from time to time to visit worksites that may include construction sites. The employee may be asked from time to time to dress in clothing appropriate for the specific work duties associated with a specific activity. Normal daily attire is business casual and the typical daily work environment is a professional office.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; pre-employment assessment and background check; conditional offer of employment; post offer medical examination; drug screening.

Additional job related tests may be required, specifically a writing sample. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Approval: _____
Employee