



CITY OF VICTOR Job Description

Main Street Program Manager

Department: Administration

FLSA Status: Hourly, Part-time

Supervisor: City Administrator

Mission: The Main Street Manager coordinates activities of the downtown revitalization program that utilizes historic preservation as an integral foundation for downtown economic development. He/she is responsible for the development, conduct, execution and documentation of the Downtown program. The Main Street Manager is the principal staff person responsible for coordinating Victor Main Street program activities and volunteers, as well as representing the community, as appropriate.

CORE COMPETENCIES:

*Customer Service

- Work is performed with attention to detail and personal pride in the outcome
- Respectful of diversity among staff, locals, and visitors
- Interacts with the public in a positive manner
- Interacts with co-workers, staff, and vendors in a positive manner
- Displays a professional and proficient demeanor while working
- Demonstrates ability to structure their own work and set priorities to meet deadlines
- Demonstrates initiative in identifying problems and developing and implementing solutions
- Solicits input and feedback and incorporates appropriately

*Teamwork

- Establishes and maintains effective, courteous and cooperative working relationships both internally and externally
- Willingly and cooperatively collaborates with all other City departments as needed
- Does not disparage staff to other staff or the public
- Resolves conflicts in a positive manner
- Asks for help when necessary

*Communication

- Maintains composure and self-control
- Displays an open and approachable manner
- Takes the time to respond to questions and concerns in a courteous, tactful, and helpful manner
- Keeps supervisor informed of status of projects
- Speaks and writes clearly and concisely, presents ideas and facts logically and coherently
- Demonstrates listening skills

***Work Ethic**

- Complies with Employee Handbook, Council Policies and Codes
- Dedicates the appropriate amount of time needed to accomplish job duties
- Maintains workspace in a professional manner
- Utilizes time and resources efficiently and effectively
- Looks for ways to improve operations and discusses with supervisor
- Represents the City in a positive manner
- Works to get the job completed when necessary
- Demonstrates ability to problem-solve unexpected situations
- Adapts to and incorporates changing priorities and methodologies

JOB COMPETENCIES:

***Administration:**

- Coordinates volunteers to accomplish activities of the City's Main Street program
- Develops and helps implement, in conjunction with the Main Street Commission/Main Street Board, appropriate downtown revitalization strategies
- Helps to build productive relationships with appropriate public entities
- Ensures that all aspects of the MOU with the State of Colorado are completed in a timely and efficient manner
- Serves as an advocate for downtown issues at local and state levels
- Works to develop skills as a downtown management professional
- Performs other duties as assigned.

***Safety**

- Recognizes and corrects unsafe conditions
- Works safely to prevent at-fault accidents

***Care of Equipment**

- Assures equipment is properly maintained

TOOLS AND EQUIPMENT USED:

- Standard modern office equipment including computer, recording equipment, fax, copier, etc

KNOWLEDGE/ ABILITIES:

- Ability to manage workload and prioritize projects
- Ability to work with State and Federal partners
- Ability to understand, interpret, and apply Economic Development and Downtown concepts

DESIRED MINIMUM QUALIFICATIONS:

- General business skills:
 - research
 - knowledge of business writing and email formats
 - word processing
 - modern office practices
 - records management
 - software operation (Word, Excel, Access)
- Valid driver's License

High School Diploma or equivalent. Secondary education preferred, but not required.

ORIENTATION AND TRAINING PERIOD:

6 months

1 year to achieve general competency

WORKING ENVIRONMENT CHALLENGES:

Interruptions

Dynamic community interests

Work load and deadlines determined by others

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. 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. This 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. The City of Victor is an Equal Opportunity and Affirmative Action Employer.