



CITY OF VICTOR

JOB ANNOUNCEMENT

JOB TITLE: Victor Main Street Manager
DURATION: Part-time
DEPARTMENT: Administration
FLSA: Non-Exempt
PAY RATE: \$18.00 per Hour
BENEFITS: None

APPLICATION CLOSING DATE: December 28, 2022

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.

DUTIES: Essential duties and responsibilities include the following.

- 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.

HOW TO APPLY:

Applications and job descriptions are available at City Hall, or online at cityofvictor.com/public-notices. If you are interested in applying for the position, please submit a completed job application form to City Hall, 500 Victor Ave., Victor, CO, or call (719) 689-2284 for further information. Position is open until filled.

The City of Victor is an Equal Opportunity and Affirmative Action Employer and supports a Drug Free Workplace. This employment opportunity is open to all persons without regard to race, color, religion, age, sex, marital status, veterans status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.