



CITY OF SANDY, OREGON

MAIN STREET MANAGER

TEMPORARY (9 months)
PART-TIME (Approximately 20 hours/week)

POSITION DESCRIPTION: The Main Street Manager will be responsible for developing, coordinating, and managing Sandy's Main Street Program. This position will work closely with local businesses, the Chamber of Commerce, city management, city council, property owners, and partners to support the business community and promote investment and development in the central business district. This position will serve as the principal, on-site person responsible for coordinating program activities and volunteers, as well as representing the community in these efforts.

COMPENSATION: This is a part-time (approximately 20 hours/week), temporary position expected to last nine months. Some evening and weekend work may be required. Salary range: \$15.00 - \$18.00/hour (depending on qualifications). This position will not receive City benefits.

REPORTING: The Main Street Manager will report to the Director of Planning & Development.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate Main Street program activities and Organization, Promotion, Design, and Economic Restructuring Committees utilizing the National Main Street approach.
2. Develop effective communication with businesses, business organizations, community members and government agencies.
3. Develop and conduct on-going public awareness and education programs designed to enhance the appreciation of the downtown's assets and to foster an understanding of Main Street program goals and objectives. Use speaking engagements, media interviews, and personal appearances to keep the program in the public eye.
4. Utilize the Main Street format to develop and maintain data to track the progress of the local Main Street program and measure its effectiveness. Report to county and state Main Street offices as needed.
5. Recruit and coordinate volunteers to participate in Main Street activities.
6. Research funding opportunities and assist as needed in preparing grant proposals and the formation of a downtown Economic Improvement District.
7. Manage and perform other projects, functions, and tasks, as determined.

QUALIFICATIONS:

The Main Street Manager should have education and/or experience in one or more of the following areas: commercial district management, economics, finance, public relations, urban planning, business administration, public administration, retailing, volunteer or non-profit administration, architecture, historic preservation, and/or small business development.

The following qualifications are also desirable:

- Excellent oral and written communication skills.
- Fund-raising and grant writing experience.
- Ability to work flexible hours that may include nights and weekends.
- Marketing, design and advertising skills desired.
- Knowledge of commercial district/downtown public and private issues desired.
- Good organizational skills.
- Professional and economic development experience.
- Historic preservation knowledge desired.
- Experience in administrative management.
- Strong computer skills including database management, power point, word processing, spreadsheet applications, web site management, email facility and social media application competency.

PHYSICAL DEMANDS: Must be able to operate standard office equipment, operate an automobile, visit businesses and offices, and lift or move up to 30 lbs.

TO APPLY: Submit a cover letter and professional resume by 5:00 p.m., May 20, 2011, to Tracy Brown, Planning Director, 39250 Pioneer Blvd., Sandy OR 97055 or e-mail (using MS Word) to tbrown@cityofsandy.com

Submitted materials should highlight experience in the following areas:

- a. Education and work experience
- b. Knowledge and experience in community event planning, promotion, and execution.
- c. Familiarity with the Oregon (or other state) Main Street Program.
- d. Media and website proficiency.
- e. Examples of creativity, problem solving, and adaptability in past comparable roles.
- f. Relationship building and interface skills.