



CITY OF CANBY

JOB ANNOUNCEMENT

Main Street Manager **Economic Development Department**

Full Time / Exempt / Non Represented

Salary: \$39,708 - \$52,752 / annual salary, plus benefits and City paid PERS

Opens: April 2, 2012

Closes: April 18, 2012 at 5:00 pm

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-4026 fax
klocka@ci.canby.or.us

SUMMARY AND REQUIREMENTS: Generate and support business vitality and investment in the core downtown area of Canby. Build on a Main Street framework that is supported by Canby's Urban Renewal Agency, business and property owners, citizens, and the Chamber of Commerce. Coordinate activities within the downtown revitalization program under the guidelines of the Canby Main Street mission statement. Partner closely with local organizations, businesses, property owners and governmental agencies in order to promote investment and development in downtown Canby. Equivalent to a four-year college education or practical experience in business, finance, urban affairs/public policy, community development, historic preservation, or a related field. Minimum of five years of education and/or experience in more than one of the following areas: commercial district management, historic preservation, business administration, public relations, volunteer management, non-profit administration, fundraising, and/or small business development. Any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties may be considered. *(Refer to full Job Description for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby City Hall, 182 N Holly St., downloaded from www.ci.canby.or.us, or requested by mail by calling Human Resources at (503) 266-4021, ext. 135.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate will be subject to a pre-employment background investigation.

NOTIFICATION: Applicants who were not selected will be notified by email once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-4021, ext 135.