**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 2,500 – 4,999**

**ASSISTANT DIRECTOR**

**DOWNTOWN ECONOMIC DEVELOPMENT**

SUMMARY  
This position will provide Citywide economic and community development in support of business attraction, tourism, expansion, retention, marketing and economic research activities; recommend action and assist in policy, procedure, work methods and budget development and implementation related to economic growth and development. Serves as the primary liaison between the City and downtown businesses and organizations.  
  
**MAJOR DUTIES:**

* Oversee staff and volunteers of the Columbia Theatre Downtown Museum/Visitors Center.
* Participate in the analysis, review, and implementation of economic and community development activities to enhance and promote City-wide economic development, support business attraction, expansion, retention and economic research.
* Meet with business representatives and community officials to assist in determining needs for overall growth and development of plans, support activities, and programs.
* Act as a point of contact for business and property owners to discuss issues regarding economic development, business vitality, and development processing.
* Provide information and services to businesses and communities concerning issues such as financial analysis, impact, planning, development, resources and/or issues.
* Provides logistic support for the Oliver Hardy Festival and assists in annual planning.
* Assists in coordinating community events that focus or impact the downtown area.

**PREFERRED EDUCATION/QUALIFICATIONS**  
   
**-**Bachelor’s Degree Preferred in Relative Field  
- Three to five years of experience in a similar role  
- Main Street Manager Credentials, Tourism Certifications  
- Successful track record of planning and executing community events  
- These Preferred Qualifications may be fulfilled by demonstration of other  
  skills in a similar position.