

JOB DESCRIPTION
MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY
ADMINISTRATOR

SUMMARY

Under the general direction of the Manistee Downtown Development Authority, and specifically the Board Chairperson, the Administrator is responsible for all office management responsibilities, and carries out directives and implements policies of the Board. This position performs a variety of administrative, technical, and professional tasks associated with the general operation of the Downtown Development Authority.

EMPLOYMENT QUALIFICATIONS

- Associates Degree or equivalent in Business Administration, Finance, Accounting or a related field is preferred.
- General computer skills with proficiency in word processing (Word), spreadsheet (Excel), presentation (Powerpoint), project scheduling (MS Project or similar), and basic accounting (Quickbooks) applications.
- Must have excellent organizational, oral and written communication skills.
- Must be an energetic, well-organized self-starter, and be able to facilitate cooperation between multiple interest groups and be an independent employee who can produce results with minimal supervision.
- Prefer advanced course work in office management and administration.
- A valid driver's license is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages relevant administrative aspects of the Downtown Development Authority, including purchasing, accounts payable and accounts receivable functions, record keeping, budget development, accounting, and preparation of all reports required by the DDA board. Oversees the development of periodic status reports on receipts and expenditures for use in monitoring the DDA's finances.
- Prepares Board and Committee meeting agendas and attends these meetings as directed by the Board or Committee Chairperson. May be responsible for preparing minutes if directed to do so by the Board or Committee Chairperson. Presents pertinent data and researched information to aid the Board and/or Committee in making decisions and establishing policies. Responsible for carrying out decisions of the DDA Board.
- Responds to inquiries from the City, businesses within the District, the general public, and the media. Works to provide all prospective business owners with the proper information and contacts necessary to proceed with making a new business successful within the DDA District.
- Oversees and participates in the preparation of the annual budget. Responsible for monitoring the annual budget throughout the fiscal year.

- Administers, monitors and assists with all projects approved by the DDA Board.
- Works closely with the DDA's Accountant to maintain an accurate financial statement.
- Oversees the management and maintenance of all properties owned by the DDA.
- Maintains all DDA official office files.
- May serve as administrative support staff to event committees as directed by the DDA board.
- Monitors the accuracy of the DDA website and all public notice mechanisms used by the Downtown Development Authority.
- May represent the DDA board at various meetings and events. May speak on behalf of the DDA Board and routinely serves as a resource on existing Downtown District policies and procedures..
- Coordinates independent contractual and professional services.
- Researches the availability and conditions of grant funding and may participate in the application process. Responsible for all monitoring and reporting requirements of grants secured by the DDA.
- Responsible for administering and monitoring all requirements imposed on the DDA by Local, State and Federal government entities. Specifically, all reporting requirements imposed under the State of Michigan's PA 57 statute, and all other past and future statutes or regulations.
- Maintains open communication with the City of Manistee.
- Manages the DDA downtown dollars program.
- Other duties as assigned by the DDA Board.

PHYSICAL REQUIREMENTS

This job requires the ability to perform the essential functions contained in this description. These include but are not limited to the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to access department files.
- Ability to enter and retrieve information from computer files.
- Ability to travel to various locations to represent the interests of the Downtown Development Authority.

WORKING ENVIRONMENT

Works mainly in office conditions.

(Prepared March 19, 2019)