



## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to assist the Director of Americus Main Street and the Downtown Development Authority in efforts to revitalize Downtown Americus through business recruitment & retention, improvements to the downtown infrastructure, community engagement, and events.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Answers telephone calls; greets visitors; provides customer service functions; operates necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Organizes the logistics, layout and coordination of public works and the police department for all events. Coordinates volunteers, tents, tables, chairs, bathrooms, and any other item or service needed for events.
- Maintains calendar/schedule for meetings and events; schedules and confirms appointments, meetings, training activities, or other activities; creates, distributes and updates calendar on a regular basis and notifies parties involved of changes.
- Maintains database and file system of downtown businesses, property owners, volunteers, farmers market vendors, Board & Committee members, reports, projects, trolley rentals, and various other files for records, mailing, etc.
- Prepares or completes various forms, reports, correspondence, newsletters, rack cards, time cards, supply lists, or other documents for the Main Street Program; Coordinate & implement special events with the assistance of the event volunteer chair; produces & distributes flyers/posters; assists in media relations and advertising; acts as the principal on-site staff person during events.
- Prepares agendas, minutes, assembles meeting packets, & sends out meeting requests for monthly Main Street Board, Downtown Development Authority Board, Design Committee, Organization Committee, Economic Vitality Committee, & Promotions Committee meetings.
- Maintains inventories; prepares, reviews, and processes purchasing documents; prepares purchase orders for needed materials, equipment, supplies, and services; receives and distributes incoming supplies; reviews and codes invoices; & forwards for payment; Manage and maintain all social media outlets.
- Performs related work as assigned.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**



# City of Americus, GA

Title: Program Coordinator, Main Street  
Class Code: 2303



## JOB DESCRIPTION

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires one year of secretarial or clerical work or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

None.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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