



City of Garden City
DOWNTOWN DEVELOPMENT AUTHORITY

JOB POSITION DETAILS – DDA Executive Director
Posted: January 3, 2012

Location: Garden City, MI

Salary Range: Based on qualifications

Benefits: Medical, Dental, Paid Leave, Paid Holidays

Employment Type: Full Time

Description: DDA Executive Director Position

The City of Garden City Downtown Development Authority Board of Directors has an opening for the positions of full-time DDA Director. The director shall serve as contracted under the Garden City DDA Board of Directors.

The salary is dependent upon qualifications, and with option of participating in the City's benefits package. Candidates should forward a cover letter including salary request, resume, and a list of at least three references to:

Chair of Executive Director Search Committee
Garden City Downtown Development Authority
29213 Ford Road
Garden City, MI 48135

OR

gccda-exdir@wowway.biz

The submittal deadline is **Tuesday, January 31, 2012 at 4PM**. Please contact Kim Dold at 734-261-2180 or email kimdold@wowway.biz with Exec Director Position in the subject line with questions.

Job Duties: See enclosed Job Description for specific duties and responsibilities.

Qualifications: Minimum Qualifications are a Bachelor's Degree in urban planning, architecture, landscape architecture, public or business administration, marketing/public relations, political science, organizational management, or closely related field, and

Minimum five (5) years' experience working with a DDA, TIFA, chamber of commerce or similar economic development organization with at least three (3) years' experience as the director or a position with substantially similar responsibilities, and

Valid license to operate a motor vehicle in the State of Michigan.

Necessary Knowledge, Skills, and Abilities:

- A. Considerable knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.
- B. Must understand the issues confronting business and property owners, public agencies, and community organizations; and develop means and solutions for collaboration and success.
- C. Knowledge of basic business management procedures and practices to effectively control departmental financial operations within budget and policy guidelines.
- D. Understanding of grant writing and reporting.
- E. Ability to work cooperatively with staff; willing to work flexible hours (overtime, weekends).
- F. Must be spirited, entrepreneurial, self-starting, imaginative, and have the ability to prioritize tasks and assignments; must be an organizer capable of functioning in a very independent environment and must possess good communication and supervisory skills.