

**CITY OF GRAYSON, GEORGIA
POSITION DESCRIPTION**

POSITION TITLE: Community Development Director

PURPOSE OF POSITION

The purpose of this position is to be responsible for Community Development by directing, managing, overseeing, coordinating and promoting the activities and events that foster a strong and active community.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Build and strengthen community partnerships and collaborations by maintaining cooperative working relationships with City employees, other government officials and the general public.

Coordinate and oversee all programs, events and operations that promote community development.

Prepare and oversee an operating budget for Community Development events/activities.

Perform related duties as required.

Manage Facebook, City Newsletter, and any other Social Media to promote all events.

Manage the City of Grayson website and handle the creation of any new event websites, if necessary.

Oversee / Manage the Kennerly Cox House, Peace Love Grayson, Ribbon Cuttings and Ground Breakings for new businesses/developments, Movie Nights, Concerts in the park, and Veterans Day Program.

Manage advertising and promotion of Easter Egg Hunt, Grayson Day and Christmas in Grayson as well as any additional city sanctioned public events conducted on city property.

Oversee and attend set-up and breakdown of City sanctioned events conducted on City property. Including but not limited to events such as NG3 Taste of Grayson, Fitness Festivals, Fall Festivals, Movies in the park, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Knowledge of principles and practices of municipal or non-profit budget preparation and administration.

Knowledge of principles of supervision, training, and performance evaluation.

Knowledge of and practical operation of a graphic design program of employees choosing for the purpose of creating event post cards, flyers, signs or any other event credentials.

Skill in operating a personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Ability to develop, implement and administer goals, objectives, and procedures for providing effective and efficient programs for community development.

Ability to prepare and administer a departmental budget, and allocate limited resources in a cost-effective manner.

Ability to communicate clearly and effectively, both verbally and in writing.

NECESSARY SPECIAL REQUIREMENTS

Hold valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Grayson, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.