



## Now Accepting Applications for Uptown Roxboro Program Manager

The City of Roxboro (8,157) currently has an opening for an Uptown Roxboro Program Manager. Roxboro is situated in Person County, which is located near the Virginia border and just a short drive from Raleigh, Durham, and Greensboro.

This position is responsible for the management of a non-profit organization that works in tandem with the City of Roxboro to implement the North Carolina Main Street Program's community-based revitalization initiatives in Uptown Roxboro. Key duties include development and enforcement of a budget, implementation of annual and long-range workplans, coordination of volunteers, event programming, and business development and promotion. Additionally, as a member of the Planning & Development Department, the Uptown Roxboro Program Manager shall also perform some entry-level professional planning work in support of current planning and development projects.

This position works closely with the Uptown Roxboro Group (URG) Board of Directors, and serves as the Executive Director for the non-profit organization. Work is supervised by the Planning & Development Director, but the position requires autonomous implementation of the specific goals and programs of the Uptown Roxboro Group and NC Main Street Program. This position also requires flexibility in work schedule, as there will be weekend, evening, and holiday commitments associated with essential job duties.

### **Salary:**

- \$38,758 – Hiring Rate

### **Requirements:**

- Graduation from a college or university with a degree in marketing, communication, planning, public administration, community development, related field, or combination of education and experience
- Some experience with the NC Main Street Program or Planning and Community Development principles is preferred
- Valid Driver's License

### **Benefit Highlights:**

- Medical & Basic Vision Insurance
- Membership in the North Carolina Local Governmental Employees' Retirement System
- Paid Vacation and Sick Leave Time
- Thirteen Paid Holidays
- Opportunities for Annual Merit Increases

- Annual Longevity Pay
- Opportunity for an Annual Cost of Living Increase
- Optional Employee-Paid Benefits
  - Dental Insurance
  - Premium Vision Insurance
  - Other Insurance such as Life, Accident, and Cancer
  - Flexible Spending Account
  - 401k Supplemental Retirement

Applications are available at 105 S. Lamar Street and/or can be downloaded from the City of Roxboro's website at [www.cityofroxboro.com](http://www.cityofroxboro.com). Contact Pamela Rodgers, Human Resources Director at 336-322-6012 or [prodgers@cityofroxboro.com](mailto:prodgers@cityofroxboro.com) for more information.

Please return a Resume and a City Employment Application to:

*Mailing Address:*  
City of Roxboro  
Attn: Human Resources Director  
PO Box 128  
Roxboro, NC 27573

*Physical Address:*  
City of Roxboro  
Attn: Human Resources Director  
105 S. Lamar Street  
Roxboro, NC 27573

Application Deadline: **March 23, 2022 at 5:00pm**

**The City of Roxboro is an Equal Opportunity Employer**