

Uptown Roxboro Program Manager

General Statement of Duties

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.

Distinguishing Features of the Class

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. As a liaison to the Uptown business community and representative of two organizations, this position must balance the duties and responsibilities associated with public communication and interaction, records retention and proper implementation of local government regulations, and representation of a non-profit organization with an independent board. This position also requires flexibility in work schedule, as there will be weekend, evening, and holiday commitments associated with essential job duties.

Duties and Responsibilities

Essential Duties and Tasks

- Conducts research and implements the principles of the NC Main Street Program through strategies of Organization, Promotion, Design, and Economic Vitality
- Applies for and administers details of grants
- Collects statistics and maintains a database of information such as Uptown property owners, available spaces for rent or purchase, volunteer hours, average rent rate, etc.
- Communicates with business owners, residents, property owners, developers, and government representatives to gather and disseminate information about Uptown Roxboro goals, needs, and initiatives
- Works with the URG Board, community members, and other stakeholders to implement the vision for revitalization of Uptown Roxboro through a variety of methods and programs
- Assists with preparation of agendas and information packets for the URG board, and serves as a voting or ex-officio member of other community boards, as the representative for URG
- Researches and drafts recommendations; attends meetings to make presentations, and represents the City of Roxboro and Uptown Roxboro Group in the community at-large.

- Responsible for the planning, coordination, marketing, and direction of various special events in Uptown Roxboro
- Assists in maintaining URG websites and social media accounts
Provides research and support to development and long-range planning efforts

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Ability to establish and maintain effective working relationships with community groups, federal, state, regional, City, and County officials, and the general public
- Ability to prepare comprehensive reports and studies
- Ability to express ideas effectively in oral and written forms
- Working knowledge of the principles and practices of community and economic development and public sector planning in areas such as land use and Main Street revitalization
- Skilled in the research and collection, analysis, and presentation of technical data and planning recommendations
- Skilled in conflict resolution, meeting facilitation, and public relations
- Working knowledge of the City's zoning, land use, and other ordinances and codes, and of City departmental functions and operations
- Working knowledge of GIS systems
- Working knowledge of the environmental and socio-economic implications of the planning process

Physical Requirements

- Must be able to physically perform the basic life operational functions of reaching, standing, walking, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to examine and work with maps, charts, and detailed materials, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Education and Experience

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.

Special Requirements

Possession of a valid North Carolina's driver license.

Salary

\$40,696

Benefit Highlight

- 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. Contact Pamela Rodgers, Human Resources Director at 336-322-6012 or prodgers@cityofroxboro.com for more information.

Please return a Resume and a City Employment Application to the mailing address (PO Box 128 Roxboro, NC 27573 – Attention: Human Resources Director).