



**Downtown Development Authority
City of Stone Mountain, Georgia
875 Main Street
Stone Mountain, GA 30083**

POSITION ANNOUNCEMENT

Position: Downtown Development Director

Department: Downtown Development Authority

Salary: Negotiable depending upon qualifications and experience

Applications will be accepted until this position is filled.

The City of Stone Mountain is seeking qualified applicants for the position of Downtown Development Director. Stone Mountain is part of the metro Atlanta area next to Georgia's Stone Mountain Park. We have a small hometown atmosphere with a commitment to downtown economic development.

Minimum Requirements: Applicant must be a legal U.S. citizen at least 21 years of age, a bachelor's degree from an accredited college or university with a major in Public Administration, Business, Economics or related field and three (3) years of progressively responsible management experience. An equivalent of education and experience may be considered. Applicant must have a valid Georgia driver's license.

Additional Requirements: We are seeking a highly motivated candidate to revitalize our historic downtown district who has knowledge of downtown development and Georgia Main Street principles, knowledge of real estate, financial assistance and business development, and excellent communication and computer skills.

Job Duties: Performs all management functions of the DDA and the Main Street program, including, but not limited to, contracts, purchasing, record keeping, budget management and development, preparation of reports to funding agencies, and coordination with consultants. A complete job description can be found at:

<http://www.stonemountaincity.org/Human%20Resources/Job%20Description%20DDA%20Staff%20Position%20Revised%2020190129-3.pdf>.

Benefits: Medical insurance, retirement plan, ten (10) paid holidays per year, and prorated paid vacation.

Application Information: Applications are available at the address above or on the City's human resources website at http://www.stonemountaincity.org/departments/human_resources/index.php. Along with the application, applicants should submit a letter of interest and a current resume. Applications submitted without the requested documentation will not be processed. Please note in your letter of interest that you have read and understand the job description. Submit applications via email to dda@stonemountaincity.org.

The City of Stone Mountain is an Equal Opportunity Employer.