

City of Thomaston
Office of Human Resources

The City of Thomaston is accepting applications for **Main Street Coordinator**. Entry salary is \$36,096.25 annually. Qualified applicants must complete a City of Thomaston Employment Application which can be found on the City website, www.cityofthomaston.com, or pick up an application at Thomaston City Hall, 106 E. Lee St., Thomaston, GA 30286. Applications may be mailed or hand-delivered to Rebecca Zebe – Human Resources Director, City of Thomaston, 106 E. Lee St., Thomaston, GA. 30286.
Posting open until filled.

JOB SUMMARY

Under the direction of the City Manager, the Coordinator is responsible for planning, development, execution and documentation of Main Street programs in the community. The Coordinator oversees city community activities and makes recommendations on ways to revitalize the City's vision for the community; and works to get business and community partners involved in projects.

MAJOR DUTIES

- Plan, develop and execute activities assigned, within budgetary constraints, to realize the highest participation level possible.
- Develop a revitalization public awareness and educational program to enhance the city visions and foster an understanding of the city goal and objectives.
- Assist the City Manager working with/orienting new businesses in the City.
- Develop and implement city public relations and community forums by development and implementation of public service announcements, newsletters, radio, television, newspapers; and other related activities.
- Manage the City's website.
- Perform other tasks as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge and competency level commonly associated with high school diploma or GED.
- Demonstrated knowledge and/or previous experience in special events planning and implementation, marketing, public relations or economic development.
- Demonstrated effective oral and written communication skills.
- Demonstrated project management and excellent organizational skills.
- Must be able to successfully pass pre-employment screens.
- Must be able to work varying hours.
- Must be able to be covered by City's Motor Vehicle insurance.
- Knowledge of budget management principles.
- Skill in the operation of a computer and job-related software programs.
- Skill in report preparation and records maintenance.
- Skill in maintaining the confidentiality of sensitive information.
- Skill in public and interpersonal relations.
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MINIMUM QUALIFICATIONS

- Knowledge and competency level commonly associated with high school diploma or GED.
- Demonstrated knowledge and/or previous experience in special events planning and implementation, marketing, public relations or economic development.
- Organized and computer efficient.
- Skilled in communication skills with experience in varying public relations activities.
- Must be able to work varying hours to include weekend and holidays.
- Valid GA Driver's license.
- Successful 3 year Motor Vehicle Report.
- Successful completion of all background screens.