

ST. IGNACE DOWNTOWN DEVELOPMENT AUTHORITY
DDA DIRECTOR - POSITION DESCRIPTION

General Area of Responsibility:

The Director of the Downtown Development Authority (DDA) shall report directly to the Board of Directors and upon the approval and consent of the Board shall supervise and be responsible for all functions of the DDA in the manner authorized by Act No. 197 of the State of Michigan, Public Acts of 1975, as amended. The director shall act as the chief executive officer of the DDA as defined in the Act. The director shall act to accomplish the objectives of the Board and promote the interest of downtown to public officials, property owners, business owners, perspective investors and the public at large.

Specific Duties and Accountabilities:

Accountabilities are established by Act No. 197 of the State of Michigan, Public Acts of 1975, as amended. These accountabilities include, but are not limited to the following.

The Director shall:

1. Maintain and direct the continued revitalization of downtown St. Ignace in conjunction with the current Development Plan and Tax Increment Finance (TIF) Plan and its amendments.
2. Function as project/contract administrator for DDA initiatives. Assist the Board in the selection of architects, engineers, contractors and other professionals by developing RFPs and RFQs and coordinating the selection process. Provide day-to-day oversight of projects in progress, acting as the DDA representative. Review invoices, authorize payments and maintain all financial and project data to report to the Board.
3. Act as point person for all downtown related queries and issues. Foster and maintain a cooperative working relationship with existing business owners, potential developers, residents, civic groups and governmental agencies.
4. Be responsible for all administrative aspects of the DDA including, but not limited to: record keeping and annual budget development, overseeing the approval of all vouchers for the expenditure of funds provided for in each annual budget; preparation of monthly Board meeting agendas, minutes and monthly financial reporting; tracking of strategic objectives.
5. Render to the City Council, monthly board meeting agendas, minutes and financial reports of the DDA, and otherwise maintain communications between the two bodies.
6. Work cooperatively with the area Chamber of Commerce, Visitors Bureau, and various service organizations to promote and enhance the downtown area.

7. Disseminate information to the Board with regards to legislation, regulations and opportunities which may affect the Downtown Development Authority and its related activities.
8. Work closely with City administration, staff, boards and commissions with regards to issues surrounding or affecting downtown St. Ignace.
9. Monitor available state and federal grant programs and follow through on those that look favorable for the DDA District.
10. Ensure that the DDA abides by all applicable federal, state and local laws and regulations, while maintaining associated records and reporting procedures.
11. Maintain online website content.

Essential Functions, Qualifications, and Duties for Employment:

All of the following functions, qualifications, and duties are essential. An employee in this class, upon appointment, should have the following:

1. Considerable knowledge of DDA principles and activities.
2. Considerable knowledge of grant writing.
3. Considerable knowledge of project development and coordination.
4. Skill in the operation of the computer, business programs, and traditional office machines.
5. Ability to comprehend and work well with accounting.
6. Ability to communicate well verbally and in writing.
7. Ability to work effectively with the DDA Board, the public, other officials, and other employees.
8. Ability to handle stress and deal with change.