



CITY OF TRENTON

HUMAN RESOURCES DEPARTMENT
2800 THIRD STREET
TRENTON, MICHIGAN 48183

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Job Vacancy Announcement:

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) DIRECTOR

The City of Trenton is looking for qualified candidates interested in applying for the position of Downtown Development Authority (DDA) Director. Applicants should forward a cover letter and resume to:

employment@trenton-mi.com

Human Resources Department

2800 Third Street

Trenton, Michigan 48183

Attention: Elisabeth Sobota-Perry, HR Director

www.trentonmi.com

The deadline to apply is February 29, 2024 at 5 p.m.

The City of Trenton is an equal opportunity employer. The City prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Attachments: Job Description

CC: City Administrator

ELISABETH SOBOTA-PERRY
HUMAN RESOURCES DIRECTOR
EPERRY@TRENTON-MI.COM

PHONE: (734) 675 - 8585
FAX: (734) 675 - 4088

JENNIFER JEZEWSKI
HUMAN RESOURCES ASSISTANT
JJEZEWSKI@TRENTON-MI.COM

CITY OF TRENTON

Job Description

Downtown Development Authority (DDA) Director

JOB SUMMARY:

The Downtown Development Authority (DDA) Director is responsible for leading and coordinating initiatives aimed at the economic development, revitalization, and enhancement of the downtown area. The Director will collaborate closely with the Authority (which is comprised of 11 members), City Administrator, local businesses, government entities, and community stakeholders to implement strategies that promote economic growth, cultural vitality, and overall improvement of the downtown district. The Director will be the primary liaison between the City Administrator and the DDA board.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Administrative:

- Perform all administrative aspects of operating the office including record keeping, budget developing and monitoring, report preparation as required by the City, the DDA board and others.
- Prepare meeting agendas, taking minutes, and posting notices of meetings in accordance with the Open Meeting Act of Michigan.
- Coordinate and prepare the required reporting for the DDA pursuant to Part 9 of PA 57 of 2018, as amended.
- Coordinate with the administration on the annual report required by the Michigan Department of Treasury.

Strategic Planning:

- Develop and implement a strategic plan for downtown development, outlining short-term and long-term goals and initiatives.
- Collaborate with stakeholders to align strategies with the community's vision for the downtown area.

Business Recruitment and Retention:

- Attract new businesses and support the retention and expansion of existing businesses within the downtown district.
- Foster relationships with local entrepreneurs, property owners, and commercial developers.

Infrastructure and Beautification:

- Coordinate efforts to improve downtown infrastructure, public spaces, and aesthetics.
- Oversee beautification projects, such as landscaping, public art installations, and signage.

Event Planning and Promotion:

- Organize and promote events to attract visitors and residents to the downtown area.
- Collaborate with local organizations to host cultural, entertainment, and community events.

Financial Management:

- Develop and manage the DDA budget, ensuring responsible fiscal management and adherence to financial policies.
- Seek and secure grants, sponsorships, and other funding opportunities to support downtown initiatives.
- Monitor capital improvement projects approved by the DDA board and by the City Council, as appropriate, including review and assistance with Requests for Proposals (RFPs) and Requests for Quotes/Qualifications (RFQs).

Community Engagement:

- Engage with residents, business owners, and community leaders to gather input and feedback on downtown development efforts.
- Facilitate public meetings and forums to discuss plans, address concerns, and build community support.

Policy Advocacy:

- Advocate for policies that support downtown development, including zoning regulations, tax incentives, and other relevant measures.
- Stay informed about legislative changes that may impact downtown revitalization efforts.

Collaboration:

- Work collaboratively with DDA board, city officials, various City departments, other relevant agencies, and consultants to ensure alignment with broader municipal goals.
- Provide regular updates to city leadership on downtown development progress.

This position will report to the City Administrator.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated success in leading and implementing community development initiatives.
- Strong leadership, project management, and organizational skills.
- Excellent communication and interpersonal skills.
- Familiarity with urban development strategies, zoning regulations, and economic development principles.
- Understanding of trends in placemaking, retail, and the cultural aspects of community development.

EDUCATION AND EXPERIENCE:

- A bachelor's or master's degree in urban planning, economic development, business administration, or a related field.
- Must have unrestricted Michigan driver's license.
- Experience in downtown development, urban planning, or a related field.
- Grant writing experience preferred.

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of the job, the employee works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office to travel to other locations.

An employee in this position is also required to work outside an office throughout the downtown area and at other municipal properties and facilities. This may include walking outdoors and exposure to inclement weather.

DISCLAIMERS:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties of an employee so classified.

Employees must be physically able to perform the essential duties and functions of the position, with or without reasonable accommodation.

The City of Trenton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristics protected by federal, state, or local laws.

SALARY CLASSIFICATION:

Non-union, Grade 6 Range = \$64,874 – 75,893 annually