

**Job Title: Community Development Coordinator**

Full Time    Part Time    Temporary    Seasonal

**Department: Community Development**

**Closing Date: Open Until Position Filled**

**Application Information:**

Interested and qualified people should complete a City of Tallapoosa Employment Application at Tallapoosa City Hall, 25 E. Alabama Street, Tallapoosa, GA 30117 or available on the city website ([www.tallapoosaga.gov](http://www.tallapoosaga.gov)) Resumes can also be attached.

**Contact Name:** McKay Kelley, Director of Community Development

**Contact Number:** (770) 574-2345 | [mkelley@tallapoosaga.gov](mailto:mkelley@tallapoosaga.gov)

**Position Summary**

The City of Tallapoosa is seeking a Community Development Coordinator. The position requires an energetic, results-oriented professional enthusiastic about the future of the City of Tallapoosa. The coordinator will be responsible for facilitating economic development interests, downtown promotional activities & special events, and coordinating Special Projects. The coordinator will assist the department with the development and implementation of city ordinances, grant proposals, and rezoning and subdivision requests. Reports to the Director of Community Development.

***Essential Duties and Responsibilities***

- Assist community members inquiring about zoning, building permits, or other information about Tallapoosa or the Department of Community Development.
- Planning, developing and executing the downtown master plan.
- Work on attaining Main Street status.
- Promote downtown area through marketing and public relation initiatives.
- Retain, grow, and recruit retail and other businesses to enhance the downtown business environment.
- Track vacant/available space for potential businesses.
- Organize, manage and promote Downtown events and festivals.
- Facilitate communication between businesses and community.
- Works collaboratively with city staff to identify, and apply for, various downtown and neighborhood development grants.
- Works collaboratively with city staff to identify, develop, and implement various city ordinances.
- Coordinate with the Codes Enforcement Officer to ensure proper maintenance and security of downtown.

- Assists staff with downtown developers to utilize the Enterprise and Opportunity Zone incentives where appropriate. Also helps historic building preservation work to qualify for state tax abatements and incentives.
- Provides administrative support for the DDA.
- Other duties as assigned.

## Qualifications

Qualifications	Minimum	Preferred
Diploma	High School	Bachelor's
Experience	Volunteer work, promotional marketing, or related experience	Volunteer management; marketing, promotions, and graphic design; or communications/public relations
Experience Duration	1 Year	3-5 Years
<i>Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities may be considered</i>		

### Salary Range

- Based on experience