

**ADA TOWNSHIP  
POSITION DESCRIPTION**

**Position Name:** DDA Coordinator

**Reports to:** Township Supervisor (or designee)

**Supervises:** N/A

**POSITION SUMMARY:** This is an administrative position under the general supervision of the Township Supervisor (or designee). The employee performs a broad range of responsibilities associated with developing, implementing and administering plans, programs and services of the Ada Township Downtown Development Authority (DDA). The incumbent is expected to exercise independent judgment and discretion.

**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 of 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.)

Develop, implement and administer plans, programs and special events organized by the DDA to promote the economic vitality of the DDA district.

Communicate effectively, verbally and in writing, with DDA and Township officials, current and prospective property and business owners in the DDA district, non-profit organizations, the general public and other stakeholders regarding matters relating to DDA plans, projects and programs.

Analyze budgetary matters and develop a recommended annual operating budget for presentation to the DDA Board for approval.

Organize and carry out the DDA's communications program with important community stakeholders, including other Township boards and commissions, the business community, the non-profit community, residents within the DDA district, the general public and broadcast and print media, including use of social media and web site content.

Interact effectively with the planning and zoning department in the development and implementation of appropriate strategies for meeting current and future parking needs in the Ada Village area, including development and management of public parking and efficient use of privately-owned parking.

Manage and administer DDA contracts for goods and services.

Administer any capital fund-raising campaign undertaken by the DDA.

Update and maintain current databases relative to building square footage by use category in the DDA district and public and private parking supply within the DDA district.

Review and evaluate requests for DDA financial support of non-profit community events and programs.

Act as liaison between the DDA and the Ada Business Association.

Represent the DDA in presentations to and meetings with stakeholder groups.

Prepare and disseminate monthly DDA Board meeting agendas and meeting materials.

Attend all meetings of the DDA Board and DDA Citizens Council.

Attend meetings of the Township Board on an as-needed basis.

Review, edit and correct draft minutes of DDA Board and Citizens Council meetings, prior to presentation for approval.

Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:** (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Bachelor's degree in urban planning, public administration, business or a closely related field.

Three or more years of applicable experience in the same or related fields.

Experience in one or more of the following areas: community planning, urban design, economic development, business, marketing, finance, grant writing, public relations, and project management.

Basic knowledge of downtown development planning, municipal infrastructure and public finance.

Ability to meet numerous deadlines, concentrate, scrutinize project or work details, organize, prioritize, schedule work independently, and produce quality work in a timely and efficient manner.

Strong written and oral communications skills.

Ability to establish and maintain effective working relationships with associates, officials, applicants, community groups, residents and other professionals and representatives of the general public and other agencies.

Proficiency with word processing, spreadsheet, database and presentation software.

A valid State of Michigan driver's license and satisfactory driving record, and the ability to maintain one throughout employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job the employee regularly works in an office setting.

While performing the duties of this job the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk, use hands and fingers, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

**REVISED:** April 18, 2017