

# Community Development and Tourism Director for the City of Garnett

## DIRECTOR OF COMMUNITY DEVELOPMENT

Department: Community Development

Reports To: City Manager

### Position Summary

Under the supervision of the City Manager, the Director of Community Development provides high-level administrative support to the City Manager, City Commission, and City Committees. The employee in this position assists with various projects and reports and is frequently expected to act independently in performing daily assignments. The Director of Community Development manages the operations and responsibilities of the Department of Community Development.

The Director of Community Development is responsible for a variety of administrative duties to help maintain a well-organized and efficient working environment within the city, while keeping the lines of communication between the city and the community open. This employee conducts research, organizes statistical reports, handles information requests, participates in various meetings and conference calls and performs clerical functions such as preparing correspondence, and receiving visitor inquiries. The Director of Community Development also serves as the contact person for tourism, working with the Garnett Tourism Advisory Committee, state and local agencies and area media to establish an environment where tourism can flourish.

This employee also functions as the Public Information Officer for the City as such creates and distributes advertisements, announcements, promotional materials and news releases for the city, including print, radio and social media. This employee also develops and controls content on the government access channel and city sponsored websites.

### Examples of Work

- Creates correspondence, reports, research, grants and surveys.
- Sending meeting notices, agenda materials and related correspondence to advisory committees in a timely manner prior to meetings.
- Attending City Commission and various committee meetings and scribing the minutes thereof.
- Researches and writes grants and assists with other City departments as needed. Also assists with all public relations aspects of city departments, including news releases, brochures and business directory, etc.
- Receives and responds to citizen inquiries, requests, and complaints.
- Develops and coordinates promotional advertising, flyers, brochures and news articles, connecting with area newspapers, radio and other media.
- Development and maintenance of the City's (and affiliate's) website and social media presence.
- Promotes tourism, creates brochures, writes grants, and represents the city at tourism meetings and conferences.

- Development of departmental programming and long-term planning.
- Development and distribution of the city's quarterly newsletter, "*Town Talk*", utilizing information obtained from city departments, commission, and committees.
- Other duties as assigned.

### **Experience**

At least five (5) years of secretarial and financial experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six (6) months in the position.

### **Education**

High school diploma required. A College degree in Public Administration is preferred but not required.

### **Skills**

Technical abilities expected include organizational skills and coordination of people and resources. Administrative and clerical abilities and knowledge of computer systems and applications, such as word processing, graphic and website design platforms, managing files and records, designing forms and spreadsheets, and other office and accounting procedures. Proficient in Microsoft Office. Knowledge of city and state laws. Communicates proficiently in writing and when talking to others conveys information effectively. Managing one's own time efficiently.

### **Problem Solving**

Moderate problem solving exists in relation to daily performance of job assignments. Problem solving includes handling citizen complaints, obtaining information, and developing improved procedures.

### **Decision-Making**

Decision making is a factor in this position. Decisions involve determining the correct department to channel public complaints and inquiries and setting priorities on assignments.

### **Accountability**

Employee is responsible for budgetary control of the department and participates in the annual departmental budgetary process.

### **Supervision**

Supervision is required and job-related decisions are occasionally reviewed by the City Manager. Employee has supervisory responsibility over subordinate personnel.

## **Personal Relations**

Continual contact with other city departments and the general public.

## **Residency**

The employee working in this position is required to reside within three (3) miles of the city limits.

## **Physical and Mental Demands**

This position requires the employee to work in a fast-paced environment, with the ability to meet frequent deadlines. While performing the duties of this job, the employee must regularly sit, talk, and hear. The employee is frequently required to use hands to touch, handle, or feel. The employee is often required to stand and walk. The employee will be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

## **Working Environment**

No adverse working conditions.

## **Salary and Hours**

The salary for this position is \$55,000 - \$72,000 (E7) with excellent benefits, pay is based off qualifications. This is an exempt position with a 40-hour work week. The schedule for this position is set by the City Manager and is generally 8-hour days and a 40-hour work week.

Job Type: Full-time

Pay: \$55,000.00 - \$72,000.00 per year

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan (KPERs)
- Vision insurance

Schedule:

- 8-hour shift
- Monday to Friday

Experience:

- Customer service: 3 years (Preferred)
- Secretarial: 5 years (Preferred)