**

**JOB**

**DESCRIPTION**

**IDENTIFICATION City of Selma**

 **Alabama**

**Job Title:** Preservation and Development Coordinator (PDC) **FLSA Status:** Exempt

**Department:** Planning and Development **Code:**

**Location:** City Hall **Reports to:** Director

**JOB SUMMARY**

Under the direction of the Planning and Development Director, the employee coordinates the city's involvement with all interest in historic preservation, economic development, revitalization, and beautification efforts. Coordinates the work of the Selma Historic Development Commission and acts as a contact for all related boards and commissions. Oversees historic ordinance enforcement, development assistance programs, and public projects to promote preservation, tourism, and education. Coordinates riverfront, neighborhood, and city-wide development with various city departments and external entities.

**DUTIES AND RESPONSIBILITIES**

**A. Historic Preservation (*%* )** - Coordinates work with Selma Historic Development Commission. Seeks programs and projects to promote preservation of important historic properties in the designated historic districts and other significant resources outside the districts. Develops an enforcement and fine system for historic ordinance violations. Works with city council, committees, building inspector, code enforcement officer, city attorney and the local press to ensure that the ordinances are enforced properly. Advises community in historic preservation activities to promote preservation education. Coordinates meeting of Selma Historic commission twice a month. Keeps informed of new federal and state laws concerning historic districts and clean city laws.

**B. Economic Development, Revitalization, and Beautification *(*%)** - Coordinates the city's economic development programs and community initiatives to achieve the goals and objectives outlined by the Economic Development and Comprehensive Plan. Provides assistance to the public in understanding department programs and coordinates with other departments and agencies as needed. Coordinates beautification, maintenance of the city's historic markers with other city departments. Coordinates parking problems downtown with proper departments, coordinates (i.e., Martin Luther King, Jr. Street).

**C. Records Management *(* %)** – Complies, prepares, and maintains information, studies, and reports on community and development programs, in order to respond to requests for information for economic development purposes. Assists in scheduling meetings, researching community needs, and investigating funds to meet identified needs. Maintains records of meetings with public, commissions, and advisory boards.

**D. Public Relations *(%)*** - Coordinates the city's involvement with annual and special community events such as Market Day, Voting Rights Bridge Crossing Jubilee, Battle of Selma, Tale Telling Festival, July 4th celebration, Christmas Parade, etc. Develops and maintains relationships at the inter-governmental agencies, Tourism Advisory Board, Historic Development Commission, Planning Commission, Board of Adjustments, and others as assigned by the Director.

**JOB SPECIFICATIONS**

**Knowledge Skills and Abilities** - Knowledge of principles and practices of historic preservation and revitalization. Knowledge of federal, state, and local laws pertaining to historic preservation. Knowledge of research techniques and report writing. Knowledge of principles and practices of marketing and advertisement. Knowledge of economic development practices and principles. Ability to develop policy and present ideas and recommendations to city agencies and the tourism advisory committee. Ability to perform research, write reports and make effective oral presentations. Ability to communicate effectively with customers, clients, or the public in person, in writing or using a telephone. Ability to produce written documents with clearly organized thoughts using proper sentence construction, spelling, punctuation, and grammar. Ability to comprehend and make inferences from written materials such as census data, surveys or governmental document reports. Computer proficiency in Word, Excel, PowerPoint, etc.

**Credentials and Experience**

Bachelor's degree in business, public relations, economics, urban planning or other related field and three to five years of relevant experience. However, any combination of education and experience, which provides the qualifications listed, will be considered.

**Other Characteristics**

Possess a valid driver's license. Ability to travel overnight to workshops, meetings and conferences. Ability to work nonstandard hours, including holidays and weekends.

**Note:** Statements included in this position description are intended to be representative of the duties and responsibilities of this position and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

**APPROVALS**

Name

Title

Date

Name

Title

Date