



DOWNTOWN MANCHESTER SPECIAL SERVICES DISTRICT

POSITION AVAILABLE - DOWNTOWN MANAGER

30 HOURS/WEEK – Monday through Friday

Hours between 8:00 a.m. and 5:00 p.m. with an hour for lunch (with flexibility)

\$30,000 - Annual Salary

Benefits of 13 paid holidays and 5 paid annual leave days per year

CLOSING DATE: April 5, 2019 – 4:00PM

SUMMARY OF POSITION: Position coordinates and manages the operations, administration and activities of the Downtown Manchester Special Services District (SSD). Responsible for the general administration of SSD activities, programs and budgets; marketing and promotions coordination, supervising staff and operations of public parking in the SSD; contract administration and oversight for Downtown maintenance and beautification; database management; supporting the efforts of the SSD Board of Commissioners and participating in special projects developed by the SSD Commissioners.

EXAMPLES OF THE ESSENTIAL JOB FUNCTIONS:

- Serve as principal point of contract and liaison between the Commissioners and the members of the SSD. Respond to inquiries, complaints, and requests for services and maintain regular contact with the property owners and tenants to monitor issues in the SSD. Responsible for encouraging communications and cooperation among District members.
- Assist in the preparation of the SSD annual budget and development of annual plan of work.
- Oversee administration of public parking lots and the rules and regulations established for such parking, including responding to inquiries and complaints, processing ticket waiver requests, and temporary parking passes, supervising the activities of enforcement officers and coordinating the sale of parking permits with the Town of Manchester Customer Service Center and the processing of parking violations revenue with the Manchester Police Department
- Develop proposals and bid specifications for contract services as determined by the SSD, monitor and/or supervise all contracts and payments.

REQUIREMENTS: Education: Bachelor's degree in Business Administration, Marketing, Communications, Public Administration or Community or Economic Development or related field and two years' experience in management or communications, community or economic development or related experience. Suitable experience may be substituted for educational attainment if deemed appropriate by the Special Services District Board of Commission or their designee.

Experience: One (1) year of customer service or general work experience; course work in human relations would be a plus. Knowledge of computer software programs such as those in the Microsoft Office package, ability to create Excel reports and Word documents.

Please submit letter of interest and resume to:
Downtown Manchester Special Services District
983 Main Street, Suite 10
Manchester, CT 06040

No faxed or e-mailed resumes will be accepted.

The Downtown Manchester Special Services District shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Special Services District provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application process please contact the (860) 645-2101.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.

03/13/19