



**Special Meeting of the DDA Board of Directors**  
**March 6, 2025 – 9:30 a.m.**  
**Meeting Room A**

**AGENDA**

1. Call to Order – Shawn Riley
2. Roll Call – Stacy Pearson
3. Audience Comments (3-minute limit)
4. Development and Approval of DDA Executive Committee
5. Discussion and Approval of Hiring Process for DDA Staff
  - a. Review of DDA Job Description (Attachment 2.a)
8. Adjournment – Next Meeting – **March 25, 2025**



## City of Northville Downtown Development Authority Director

### Job Description

#### **General Statement:**

The Downtown Development Authority Director shall initiate and coordinate the downtown revitalization program for the City of Northville (the "City"). The purpose of the program shall be to promote and encourage the economic (re)development of the downtown. The Director shall be the chief executive officer of the DDA and shall be responsible for the preparation of plans and the performance of the functions of the DDA. The Director shall attend the meetings of the DDA Board and shall appraise the DDA Board and City Council of the activities of the DDA and furnish information or reports governing the operation of the DDA as required.

The Director shall serve at the pleasure and will of the Northville DDA Board of Directors, however, the Director will be considered a department director of the City and will be expected to participate in the organization as such.

**Supervision Received:** Budgets are set by the City Council, following the annual submission of a recommended budget from the DDA's Board of Directors. Program and project guidance and oversight is received from the DDA Board of Directors through the Board Chair. The DDA Director functions with considerable independence in job related activities and is held accountable for results. The work is typically reviewed through monthly DDA Board meetings and project and committee reports. The City Manager is responsible for ensuring the Director is carrying out the DDA Board's directives and shall communicate any issues to the DDA Board.

Discipline, hiring or other employment actions shall be done in coordination between the DDA Board and the City Manager.

The City Manager will confirm the Director's schedule and will approve their timesheet.

**Supervision Exercised:** Supervision is exercised over any DDA staff, temporary or seasonal employees, as well as professional consultants hired by the ODA for various projects.

### **Duties to Be Performed:**

1. Conduct an annual Strategic Planning Session of the DDA Board of Directors to establish goals and priorities for the coming year that will be utilized to develop the DDA's annual Goals and Objectives and the DDA's operating budget. The Goals and Objectives will address the project priorities of each of the DDA's five standing Committees: Design, Economic Development, Marketing, Parking, and Organization.
2. Initiate and manage all physical and infrastructure improvement projects in the downtown. Assist the DDA Board in selecting consultants through the development of RFQ and RFPs. Manage the day-to-day activities of each project, monitor the project's schedule and budget, and communicate to the Board and Council on the progress of the project(s).
3. Maintain a comprehensive inventory of available buildings and sites in the downtown for economic development purposes and respond to requests for information. Provide information on available downtown sites through the DDA's website, social utility networks, tours, and other sources. Develop and utilize business assistance tools to assist individual tenants and property owners with both business and building improvements. Administer the DDA's Business Assistance Program which provides grants for both physical improvements and professional resources.
4. In cooperation with the Department of Public Works, monitor and develop parking to support downtown residential, office, retail and restaurant uses.
5. Enthusiastically promote the downtown through the use of the DDA's website, e-newsletter, press releases, media relations, advertising, special events, and comprehensive marketing campaign.
6. Coordinate with, and assist, the Northville Central Business Association (NCBA) and Chamber of Commerce in downtown activities including management and sponsorship of special events and promotions and attendance at pertinent meetings. Encourage a cooperative climate between downtown interests, local public officials, and the general public.
7. Carry out necessary administrative actions to support the DDA office including but not limited to preparation of agendas, reports, minutes and recommendations for Authority action in advance of DDA meetings; maintain DDA minutes, files and records, budget preparation; and purchasing, accounting, notices and correspondence on behalf of the DDA.

8. Professionally represent the DDA and serve as liaison between the DDA and the Chamber of Commerce, NCBA, local government, and other public, private or nonprofit groups and associations interested in downtown development. Represent the community on conference programs at the state and national level.
9. Monitor local, state and federal legislation and regulations relating to downtown development and report findings, trends, and recommendations to the City Manager and DDA Board.
10. Work with appropriate public agencies at the local and state levels to obtain necessary funding for DOA projects and programs. These include but are not limited to design assistance, promotional publications, building rehabilitation, parking and public improvements.
11. Keep the DDA, City Council and other organizations informed on the progress of the work program through verbal and/or written updates, e- newsletters, and presentations.
12. Attend professional development workshops and conferences to keep updated on trends and developments.
13. Other duties as may be assigned by the DDA Board / City Manager.

**Desired Minimum Qualifications:**

1. Education and Experience:
  - A. Bachelor's degree in urban planning, business or public administration, marketing, or related field.
  - B. Minimum of six to eight years of experience in the same or related field.
  - C. Education or experience in as many of the following areas as possible: marketing, finance, business, economic development, grant writing, architecture, historic preservation, community planning, and public relations.
2. Necessary Knowledge, Skills, and Abilities:
  - A. Considerable knowledge of business, economic and downtown development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.

- B. Must understand the issues confronting business, property owners, public agencies, and community organizations in a small city; and must have an affinity for the customs, traditions, and virtues of small-town life.
- C. Knowledge of basic business management procedures and practices to effectively control department financial operations within budget and policy guidelines.
- D. Must be entrepreneurial, self-starting, energetic, imaginative, and have the ability to prioritize tasks and assignments; he/she must be an organizer capable of functioning effectively in a very independent environment and must possess good supervisory skills.
- E. Ability to communicate effectively orally and in writing with developers, architects, contractors, property owners, business operators, supervisors, volunteers, employees, and the general public.
- F. Knowledge of modern office procedures and practices.
- G. Must be proficient with word processing, spreadsheet, data-base and presentation software, and other programs that are determined to be essential to the efficient and effective performance of the job. Must be able to maintain the DDA website and know applicable software to manage the site.
- H. Skill in maintaining effective working relations with co-workers, merchants, property owners, public officials and the general public.
- I. Ability to deal effectively with stress and deadlines.

**Salary and Benefits:**

1. Full time non-union position: 40 hours per week.
2. Salary range \$75,000 - \$95,000.
3. Benefits as provided under the City of Northville Personnel Policy Manual.

**Selection:**

Interested applicants should submit a City of Northville Employment Application and resume with references via email to [mwyman@ci.northville.mi.us](mailto:mwyman@ci.northville.mi.us). The City of Northville is an ADA/EOE employer. The DDA is accepting applications through March 7, 2025.