



CITY OF OXFORD

Job Title:	Main Street Executive Director	Job Category:	Director
Department/Group:	Administration		
Location:	Performing Arts Center	Travel Required:	Yes
Level/Salary Range:	\$30,000 to \$33,000	Position Type:	Full Time
HR Contact:	Alton Craft	Date posted:	June 27, 2014
		Posting Expires:	July 11, 2014
Supervisor	City of Oxford, Mayor		
Appointed by	City of Oxford, City Council		
Applications Accepted By:			
FAX : 256 835 6110 Subject Line: Attention: Alton Craft		MAIL: Alton Craft City of Oxford P O Box 3383 Oxford, AL 36203	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>This position supports the Main Street Program and works to coordinate and promote the activities, plans and functions of the Main Street program, but not limited to working with committees, civic groups, schools, and area businesses.</p> <ol style="list-style-type: none"> 1. Organizes events to promote business in the City of Oxford 2. Works with all city departments to promotes city wide initiatives 3. Assists in economic development of the City of Oxford 4. Assists with historical preservation of the City of Oxford <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Bachelor of Science Degree with a minimum of 3 years in one or more of the following: planning, historic preservation, retailing, marketing, communications, economic development.</p> <p>PREFERRED SKILLS & QUALITIES</p> <p>The Executive Director must be a self-starter, well organized, creative, public speaker, flexible, communicator, and have appreciation for historic preservation.</p>			