



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR:**

**DOWNTOWN DEVELOPMENT DIRECTOR – ADMINISTRATION DEPARTMENT**

**STARTING SALARY RANGE: \$69,473.00 - \$78,602.00**

**APPLICATIONS WILL BE RECEIVED UNTIL:** July 19, 2024 and thereafter until position filled.

**DUTIES:** The Downtown Development Director is responsible for support of downtown businesses, including tenants at The Grove at Towne Center and the Cobblestone Office Park. The Downtown Development Director will provide support to city administration and the Downtown Development Authority (DDA) by promoting existing downtown businesses; encouraging entrepreneurship, redevelopment and new development; and creating opportunities for business owners and community members to work collaboratively for unique, creative, and engaging experiences in downtown Snellville. The Director manages various projects, including contracted service provision for The Grove at Towne Center and broader economic development strategy in the downtown.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Public or Business Administration, Entrepreneurship, Economic Development, Planning, or related field from an accredited college or university. Minimum of three (3) years' experience in the same or related fields. Any equivalent combination of education and experience is acceptable.

**BENEFITS:** Excellent medical, vision and dental benefits package available for employee and eligible dependents; 10 paid holidays; 1 week of vacation after 6 months; and 2 weeks' vacation after 1 year. 100% City funded Retirement Plan

**HIRING PROCESS:** Interview, background and reference check, driving history check, and criminal history check required.

Applications available at [www.snellville.org](http://www.snellville.org) or may be picked up at:

Snellville City Hall  
2342 Oak Road  
Snellville, GA 30078

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER**

Date: July 8, 2024