



POSITION DESCRIPTIONS

OMS EXECUTIVE DIRECTOR

JOB DESCRIPTION/

ANNUAL EXPECTATIONS

SUPERVISOR: OMS Board Chairman

JOB TITLE: Executive Director

OMS MANAGER REPORTING RELATIONSHIPS

The OMS Board Chairperson will be the functional supervisor of the Main Street Manager.

If the Main Street Manager becomes a City of Owosso employee, the City of Owosso Assistant City Manager or that person's designee will work with the OMS Board Chairperson to assure that the Main Street Manager complies with the contractual requirements of a City of Owosso employee.

GENERAL DUTIES OF THE MAIN STREET MANAGER

- 1.) Collaboration, Communication, and Coordination
- 2.) Attend meetings
- 3.) Visit regularly with business and property owners
- 4.) Serve as a liaison to City administration
- 5.) Serve as the public face of Main Street
- 6.) Compile monthly and annual reports
- 7.) Be discrete with sensitive information
- 8.) Stay neutral in local politics
- 9.) Learn from other Main Street Managers

THE FOLLOWING ARE NOT DUTIES OF THE MAIN STREET MANAGER

- 1.) Create agendas
- 2.) Take minutes
- 3.) Carry out work plan tasks
- 4.) Take direction from or report to individual Board members
- 5.) Take sides in discussions or disputes

SPECIFIC AND PRIMARY DUTIES OF THE MAIN STREET MANAGER

- 1.) Committee Development
 - A.) Work with all four Committees and Committee Chairpersons to assure that the Committees are following the processes of Committee management as set forth by the National Trust Main Street Center and Michigan Main Street
 - B.) Provide concise information and advice regarding the implementation of the "Main Street Four Point Approach"
 - C.) Participate with all four Committees and Committee Chairpersons in the development of strategies and goals that will

become work plans

2.) Work Plans

A.) Assist Committee members in the development of the work plan documents

B.) Help Committee members complete work plans, but not by assuming specific work plan tasks

C.) Insure that the OMS Board's objectives (that flow from the vision and mission) are turned into work plans by the four Committees

3.) Projects

A.) Coordinate, but do not take responsibility for, the creation of the following ongoing work plans:

- i. Fund generation
- ii. Newsletter
- iii. Volunteer leadership (see 4. below)
- iv. Budget planning
- v. Expense tracking
- vi. Website
- vii. Facebook

B.) Develop and maintain the OMS "knowledge legacy" that describes processes, procedures, work plans, and any other documentation that will insure that all Owosso Main Street activities will carry on despite changes in the personnel involved.

C.) Represent Owosso Main Street locally by being the primary "voice" of Main Street in the community.

D.) Represent Owosso Main Street nationally as appropriate and as approved by the Board.

4.) Volunteer Leadership

A.) Assist Committee Chairpersons to develop systems that insure volunteer recruitment, welcoming, training, supervision, and recognition

B.) Participate with Committees in volunteer recruitment activities

5.) Committee Meetings

A.) Attend all Committee meetings; participate by providing technical and operational guidance regarding the Main Street approach.

B.) Participate in the development of strategies and solutions that will result in the creation and completion of work plans.

C.) Work with Committee Chairpersons to assure that action items and decisions are precisely identified, documented, and followed up on.

D.) Work with Committee Chairpersons to continually audit work plans to insure that tasks are being completed on time and that

the budget for each work plan is being tracked and managed according to the OMS Purchasing Process.

SECONDARY DUTIES OF THE MAIN STREET MANAGER

- 1.) Become familiar with all persons and groups directly and indirectly involved in the OMS downtown district
- 2.) Coordinate and facilitate “cross communication” between the four Committees
- 3.) Perform, or delegate and be responsible for, the following administrative requirements of the Main Street program:
 - A.) Purchasing agent
 - B.) Monthly reconciliation of work plan budgets, purchase orders, and payments
 - C.) Preparation of Board meeting packets
 - D.) Preparation of Board agendas in collaboration with the Board Chairperson
 - E.) Supervise interns or others as necessary

TERTIARY DUTIES OF THE MAIN STREET MANAGER

- 1.) Use speaking engagements, media interviews and/or personal appearances to keep OMS in the public eye
- 2.) Encourage a cooperative climate between OMS and the appropriate state and local public officials and agencies by building strong and productive relationships with their personnel