

Job Description
ROMEO DDA COORDINATOR

Under the general direction of the Romeo Downtown Development Authority, the Coordinator shall be responsible for the following activities:

- Maintain and update as needed the DDA's Action Plan for the district.
- Plan and schedule projects as requested by the DDA.
- Coordinate activities of the DDA with the Village, Township, Chamber of Commerce, and/or other agencies interacting with the DDA.
- Establish and maintain communications between property owners in the DDA district and the DDA Board.
- Seek-out and apply for funding for various DDA-sponsored projects and initiatives.
- Plan and administer the DDA's annual budget in cooperation with the Village President and Clerk.
- Prepare DDA meeting agendas and minutes for the DDA Board in accordance with State law.
- Plan, coordinate, and schedule DDA-sponsored events within the community.
- Maintain a working knowledge of Village zoning requirements for local business in the appropriate zoning districts located in the Authority's district.
- Work to assist businesses to remain or locate within the DDA's district.
- Act as a public relations contact for local residents, businesses, and the news media to promote the goals, ideals, and activities of the DDA.
- Attend all meetings relative to DDA interests including DDA Board meetings, Village Planning Commission meetings and Village Zoning Board of Appeals meetings (as appropriate), regional DDA meetings, regional Chamber of Commerce meetings, and other relevant organization meetings.
- Perform activities as listed in the DDA's contracts with the Historic District Commission and possibly other volunteer organizations plus all other duties as assigned.

