



Mayor

Richard E. Roquemore

City Clerk

Brooke Haney

City Administrator

Michael E. Parks

City Council

Taylor Sisk

Jamie Bradley

Joshua Rowan

Johnathen Eggleston

JOB TITLE: Executive Assistant to Mayor and Council / Main Street Coordinator

DEPARTMENT: Administration / Financial

REPORTS TO: Mayor

POSITION NUMBER: A15100-01

STATUS: Exempt

Salary Range: \$57,242.00 to \$68,860.00

POSITION SUMMARY

This is responsible administrative and executive-level work supporting the Mayor and City Council while coordinating the City's Main Street program and communications efforts. The position manages special projects, facilitates downtown development initiatives, oversees public communications, and ensures efficient coordination of municipal operations related to elected officials. Work is performed under the general supervision of the Mayor. This role also serves as a key communications liaison for the City by managing the monthly newsletter, social media presence, and public-facing messaging tools.

MAJOR DUTIES AND RESPONSIBILITIES

Administrative & Executive Support

- Attend official meetings and functions of the City including Council Meetings, Workshops, and Budget Meetings
- Coordinate and advertise meetings
- Prepare agendas and documentation
- Record and transcribe minutes
- Assist with contracts
- Conduct research
- Maintain schedules and coordinate travel

Main Street, Events & Downtown Development

- Direct Main Street and DDA initiatives
- Attend all DDA and Main Street meetings
- Plan, develop, coordinate, and grow City events including Farmers Market, Food Truck Fridays, and Car Shows
- Manage event logistics, vendors, and permits
- Increase attendance, sponsorships, and engagement
- Support downtown business development and grants

Communications & Public Engagement

- Produce the monthly newsletter
- Manage social media platforms
- Promote City events through marketing campaigns
- Maintain consistent branding
- Update the downtown electronic sign
- Support public communication efforts

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong communication and organizational skills
- Knowledge of Microsoft Office
- Ability to multitask and meet deadlines
- Ability to build relationships and maintain professionalism

MINIMUM QUALIFICATIONS

- Associate degree or equivalent combination of education and experience
- Two years of relevant experience
- Valid Georgia Driver's License