



The City of Oxford

Situated in Granville County, the City of Oxford is an exciting, diverse community with an approximate population of 8,574. Located along Interstate 85, approximately 25 miles North of the Raleigh-Durham area of NC. In addition, the City is located close to major recreational facilities such as Falls, Jordan, and Kerr Lakes. The City consists of 6.4 square miles. Lake Devin and the mild climate allow for year-round outdoor activities.

The City provides municipal services, including fire and police protection, public improvements, planning and zoning, cultural events, water/wastewater services, general administration services, recreational activities, and maintenance of streets and infrastructure.

The Department

Downtown Oxford is recognized as a National Registered Historic District and takes pride in its historical, walkable, and friendly community with an array of unique shops, restaurants, and businesses. Family-oriented events and activities are planned for year-round enjoyment.

The Downtown Oxford Economic Development Corporation (DOEDC) is a 501(c)(3) not-for-profit organization, whose purpose is to focus on Downtown revitalization and enhancement while preserving the historical character of the business district and

immediate surrounding areas. In 2018, the City of Oxford and the DOEDC achieved National Main Street Accreditation. The DOEDC and City of Oxford work in conjunction to bring events to the Downtown Oxford area, such as unique "Shop Local" events, Movie Nights, the Annual NC Hot Sauce Contest & Festival, Candy Stroll, and much more!

The Opportunity

The City of Oxford is seeking a Downtown Main Street Director to lead the public Downtown Development Department. The next Director will be a dynamic, progressive, and transformational leader who will join the City's Management Team to position and respond to the City of Oxford's anticipated growth and development. Reporting to the City Manager, the Director performs:

- promotional and consultative work in developing and directing an economic development program for the Downtown district.



- Coordinates activities of the Downtown district revitalization program, utilizing historic preservation as an integral foundation for Downtown economic development.
- Responsible for the development, conduct, execution, and documentation of the Main Street program.
- Initiate and implement efforts to maintain and increase the vitality of the Downtown commercial district by advising existing businesses, recruitment, marketing, and working to improve the physical appearance of Downtown.
- Maintains records, reports, and public information for the program and includes coordination of Downtown Board activities, grant development, coordination of Main Street program, and related tasks.
- Must exercise independent judgment and simultaneously consider financial, socio-economic, legal, and regulatory variables as they affect the City.

Knowledge, Skills, & Abilities

- Thorough knowledge of principles, practices, and processes involved in economic development.
- Thorough knowledge of the principles of management, business, organizational procedures, and finance.
- Considerable knowledge of the assets of the community and federal, state, and local laws pertaining to economic development and planning.
- Must be sensitive to design and preservation issues and must understand the issues confronting downtown business people, property owners, public agencies, and community organizations.
- Must be entrepreneurial, energetic, imaginative, well organized, and capable of functioning effectively in an independent environment.
- Skills in data collection and analysis, and establishment of databases about pertinent City statistics and demographics.
- Ability to plan, organize, and effectively develop commercial leads for the City including building consensus among diverse groups.
- Ability to communicate effectively in oral and written forms.
- Ability to establish and maintain effective working relationships with business executives and owners or representatives, public officials at the local and state levels, contractors, community leaders and organizations, other department heads, and other employees.

- Ability to analyze situations accurately and make correct recommendations for each business contact.

Desired Education

Graduation from a four-year college or university with a degree in business, planning, economics, or related field supplemented by training in economic development and 5-7 years of professional experiences in industrial or economic development; or equivalent combination of education and experience.

Benefits

Placement within the stated range will be based upon the selected candidate's experience and qualifications. In addition to a competitive salary, the City of Oxford offers a comprehensive benefits package including:

- Retirement Plan - City employees are members of the NC Local Government Retirement System (NCLGRS) and contribute 6% of their salary. Employees are vested after five years of full-time service.
- 401(k) Deferred Compensation - Employee may contribute up to \$19,500 /year to the Deferred Compensation Plan, City of Oxford matches up to 5%.
- The City provides full health, dental, & vision benefits.
- City paid life insurance coverage for employees.
- Two weeks of vacation earned annually, increasing to three weeks starting in year five.
- Twelve regular paid holidays annually.
- Employees earn 12 days of sick leave annually.

How To Apply

More information about the City of Oxford and the Downtown Development Department can be found on the City website at oxfordnc.org.

Qualified individuals can send a City of Oxford application, cover letter, and resume to humanresources@oxfordnc.org.

Applications can be obtained by visiting our website at https://www.oxfordnc.org/departments/human_resources/index.php