



Special Taxing District Administrator

ABOUT US: Park Central Development (PCD) is a nonprofit, Community Development Corporation. PCD mission is to strengthen and attract investment to St. Louis neighborhoods. Specifically, PCD works to help revitalize and stabilize St. Louis Neighborhoods through community engagement, cultivating neighborhood partnerships, neighborhood planning and a host of other activities that help further our mission. For information about Park Central Development please visit our website: www.parkcentraldevelopment.org

Position Overview: The Position is responsible for assisting the Assistant Executive Director with the implementation and administration of the Special Taxing District Division. In addition, the position will work under the supervision of the Executive Director to help further the Mission of the Organization.

Supervision:

- Develop scopes of work for and supervision of independent contractors as necessary.

Special Taxing Districts:

1. Customer Recruitment & Retention:

- Develop and implement customer retention strategies to maintain good relationships with existing and future customers.
- Work with PCDC staff to develop marketing and recruitment materials to attract new and retain existing customers and businesses within commercial districts
- Ensure compliance with local, state and federal regulations
- Execute the approved scope of work detailed out in the customer service agreement in a manner to achieve high customer satisfaction
- Implement best practices in the business taxing districts
- Assist with the creation of new special districts as assigned
- Organize and facilitate stakeholder groups as necessary
- Develop presentation materials for stakeholder groups
- Other duties as assigned by PCDC Assistant Executive Director

2. Programmatic

- Special Taxing District Administration: Serve as the staff administrator for boards and committees for special taxing districts board
- Convene the committees as necessary and present projects to the members for community review and recommendation
- Maintain minutes, agendas and other committee/board records and contracts
- Communicate committee recommendations to the appropriate City staff, community leaders and stakeholder groups.
- When necessary, serve as a committee representative (or designate a PCDC staff)
- Maintain and prepare GIS data and maps
- Other duties as assigned by PCDC Assistant Executive Director

Strategic Planning:

- Develop and implement a neighborhood needs assessment framework for communities within the PCDC service area

- In conjunction with stakeholder groups, develop multi-year action strategies and implementation plans for each strategy
- Create and implement a tracking system to monitor the action plan implementation and provide periodic reports to PCDC
- When necessary, serve as a committee representative (or designate a PCDC staff)
- When necessary reengage stakeholder groups to update or modify the action plan and implementation strategies
- Work with PCDC staff to produce and distribute an Annual Report for PCDC

Minimum Qualification Required:

- Bachelor's Degree in Urban Planning, Business, Public Administration, Social Work Marketing, Communication, Non-Profit Management or related field or a with 5 years' experience in community development, sales, or hospitality
- High level of comfort in working and collaborating with diverse individuals and groups
- Excellent written and oral communication and presentation skills
- Excellent listening and facilitation skills
- Detail oriented, ability to multi-task and bring projects to completion in a timely manner
- Proficient in MS Office Suite software

Please send Resumes to:

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