

RESOLUTION NO. RDC-R-23-2

**A RESOLUTION OF THE REDEVELOPMENT COMMISSION  
FOR THE HIRING OF AN EXECUTIVE DIRECTOR**

**WHEREAS**, the Town of Georgetown Redevelopment Commission (the “Redevelopment Commission”) desires to hire an executive director to assist with and carry out responsibilities as directed by the Redevelopment Commission of the Town; and

**WHEREAS**, the Redevelopment Commission believes it is necessary and would be beneficial for the Town to have an Executive Director of the Redevelopment Commission; and

**WHEREAS**, the Redevelopment Commission wishes to set out the parameters for the role of Executive Director, including the role and responsibilities, pay, job requirements, and working hours as set out herein.

**NOW THEREFORE, BE IT RESOLVED** by the Town Redevelopment Commission of the Town of Georgetown, Indiana, as follows:

1. The Redevelopment Commission has determined that an Executive Director should be hired for the Redevelopment Commission. *Effective August 21, 2023.*
2. The Redevelopment Commission hereby sets the duties and responsibilities of the Executive Director as follows (the following describe the principal functions and responsibilities but should not be considered an all-inclusive list of all work requirements):
  - a. Provides vision and leadership in administering a comprehensive economic, community, and development programs including operations, personnel, budgeting, policy development, and program supervision and ensures quality, responsiveness, efficiency, and effectiveness in the operation;
  - b. Directs strategizing, planning, organizing, reviewing, designing, and evaluating of the overall operations and development of the department's administration;
  - c. Directs department goals and objectives to be consistent with priorities, policies and procedures established by the Redevelopment Commission; create and implements the organization's economic and community development action and strategic plan; Identifies actions and obtains buy-in on these objectives that support the strategic, economic, and community development action plans;
  - d. Responsible for all administrative, personnel and department operations; provides management, administration, organizational leadership; plans, assigns, supervises, evaluates the work of professional contractors, and trains administrative support staff; assigns duties and plans work of others; interprets plans, specifications, standards, policies, procedures, and regulatory codes in conjunction with the Redevelopment Commission;

- e. Oversees and leads on collaborative efforts with outside partner organizations to support local business growth, expansion and relocation, new business recruitment, retention and expansion, redevelopment commissions to further the community development initiatives; addresses business community concerns; addresses business or community needs and presents at meetings, as needed;
  - f. Represents the organization and makes presentations and recommendations to local partners and community stakeholder groups; represents the commission and/or town with customers and media; works with and makes presentations to elected officials, state and municipal officials, citizen groups and other policy-making entities regarding current and future development, planning, designing, of areas of responsibility;
  - g. Establishes and maintains effective public relations in a complex environment involving personnel; responds to inquiries from customers, regulatory agencies, or members of the professional community; responds to, analyzes and resolves difficult inquiries, grievances, or complaints;
  - h. Performs studies, analysis, designs, research, calculations, and prepares estimates, plans, and reports; stays abreast of new trends and innovations in the field; develops more efficient methods;
  - i. Prepares and manages projects and programs and make recommendations, as necessary, to improve process effectiveness and service efficiency.
  - j. Responsible for making financial recommendations on capital purchases, annual budget and expense allocations; oversees financial planning for redevelopment functions and needs;
  - k. Oversee the Façade Grant Program, working with business owners and residents; make recommendations to the Redevelopment Commission on grant request; and oversee completion of approved Façade Projects.
  - l. Prepare and submit reports to the Redevelopment Commission each month, regardless if a meeting is held that month or not.
  - m. Perform related work or other duties as assigned.
3. The Executive Director position shall work at least five (5) hours per week to qualify for compensation. The position is required to turn in a time sheet at the end of the month stating the different projects that were worked on and the hours required during each project. The Redevelopment Commission has the right to question any project and to not approve a time sheet and ask for additional information. All hours worked shall be in addition to, and outside of, work performed for the Town of Georgetown. The Executive Director shall not be paid by the Redevelopment Commission and the Town of Georgetown for the same hours/time period worked.
  4. The Executive Director shall be paid once per month, after the scheduled Redevelopment Commission meeting. The payment shall take place for the pay period of the scheduled meeting.

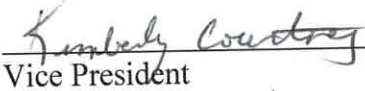


5. The Executive Director shall produce a monthly report to the Redevelopment Commission members via email at least forty-eight (48) hours prior to the scheduled meeting. The report shall include: recommendations, meetings held, meetings to be held in the future, future activities, updates on programs, updates on any specific activities by RDC, and a time sheet. Said report shall be provided whether a meeting is held in a month or not. If a meeting is not held, the report shall be submitted at least forty-eight (48) hours prior to the regularly scheduled monthly meeting (3<sup>rd</sup> Monday of each month).
6. This Resolution shall be in full force and effect from and after its passage by the Redevelopment Commission as required by law.

**SO RESOLVED AND APPROVED THIS 20 DAY OF November, 2023.**

TOWN OF GEORGETOWN REDEVELOPMENT  
COMMISSION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Member

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Member

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Member

Attested by:

  
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Redevelopment Commission Secretary