

**SOUTH EAST CHICAGO COMMISSION**  
**SSA BUSINESS DISTRICT PROGRAM ADMINISTRATOR: POSITION DESCRIPTION**  
**Effective: OCTOBER 18, 2019**



**Special Service Area (SSA) #61 Business District Program Administrator**

**JOB SUMMARY**

The SECC has been designated as the Service Provider for the Special Service Area (SSA) #61 and in that capacity the SECC Board of Directors is charged with, among other things, (i) providing policies and procedures for the administration of SSA #61, (ii) determining the composition of staffing to manage SSA #61, (iii) providing fiscal oversight of operations and management to the SSA; and (iv) evaluating the performance of staff engaged to coordinate SSA programs.

The SSA Business District Program Administrator is engaged by, and is an employee of, the SECC. The SSA Business District Program Administrator reports to and works closely with the SECC Executive Director, who reports directly to the SECC Board of Directors, and the SSA #61 Board of Commissioners. The position of SSA Business District Program Administrator responsible for the daily coordination, management, and administration of the SSA #61 programs and services, including all activities and reports to support the SSA's commercial district.

**Duties and Responsibilities:**

- Coordinate Commission meetings and ensure compliance with City regulations. Maintain inventory and records for SSA assets and permits. Communicate SSA activities to stakeholders and the general public.
- Maintain all SSA financial records, vendor contracts, reports, request for bids and other vital information related to the operation of the SSA.
- Compile, prepare and submit SSA financial reports, budgets, and work plans for review and approval, first by the SECC Executive Director, and secondly by the SSA Commissioners.
- Ensure transparency and accountability for all SSA programs and expenditures of SSA funds.
- Develop creative new campaigns and initiatives to strengthen neighborhood identity, promote shopping local, and increase visibility within the SSA footprint.
- Attend monthly safety meetings with the City of Chicago Police Department (CPD) University of Chicago Police Department (UCPD) and/or Illinois State's Attorney's office; support safety initiatives in commercial areas.
- Maintain current database of property owners and Property Identification Numbers (PINS) within the SSAs boundaries

**SOUTH EAST CHICAGO COMMISSION**  
**SSA BUSINESS DISTRICT PROGRAM ADMINISTRATOR: POSITION DESCRIPTION**  
**Effective: OCTOBER 18, 2019**  
**PAGE 2**

- Manage and promote seasonal events or promotional advertising campaigns including the Hyde Park Farmers Market and Shop Local/Small Business Saturday.
- Attend bi-weekly Hyde Park Vitality Committee and any other community meetings relating to the business community and scope of work to ensure community partner communication and collaboration as related to SSA #61.
- Streetscape Maintenance: Oversee contracts and vendors for litter abatement, landscaping, holiday decorations, flowers, etc., ensuring quality and timely delivery of services within budget.
- Work with the local businesses and residential organizations to encourage participation in ALL grant funded initiatives; build consensus; develop and maintain a positive and productive working relationship with store owners/managers, property owners and residents contributing to the SSA.
- As requested, create and distribute RFPs/RFQs to solicit bids for SSA project work; work with selected vendors to finalize the contract and scope of work, provide project management from project inception to completion, and pursue and/or design program evaluation as needed. It is highly recommended and preferred to select vendors from Chicago and surrounding southside communities, when applicable.
- Communicate with existing and new businesses through regular visits, phone calls and email communication to sustain and grow businesses and understand the concerns of business owners.

**Reporting Responsibilities:**

- Meet regularly with the SECC Executive Director to review the status of existing program initiatives and brief regarding new or proposed programmatic initiatives.
- Provide a detailed weekly description of services rendered by the SSA Business District Program Administrator, including estimated time on a daily basis in connection with the management and administration of the SSA, including a list of all contracts entered into on behalf of the SSA for the provision of services, goods and materials, the terms of each such contract, the estimated value of each such contract and a summary of the procedures (e.g. bid/no bid) followed to engage such contractor.
- Coordinate with the SSA Accountant to provide quarterly financial statements, which, among other things, contains a comparison summary of projected and actual revenues and expenditures and annual audited financial statements. Work with Auditor on annual basis to ensure complete and successfully audit.
- Attend regularly scheduled SSA Finance Committee meetings to ensure transparency and communication.
- Provide a draft budget to the Executive Director for each fiscal year of the SSA promptly following the determination of the levy for that fiscal year.

**SOUTH EAST CHICAGO COMMISSION**  
**SSA BUSINESS DISTRICT PROGRAM ADMINISTRATOR: POSITION DESCRIPTION**  
**Effective: OCTOBER 18, 2019**  
**PAGE 3**

- All media inquiries and all publicly released materials (annual report, press release, RFP's) must be reviewed by and approved by the Executive Director before any public dissemination, including to the SECC Board of Directors

**KEY QUALIFICATIONS:**

1. Bachelor's Degree (and/or Master's) in community and economic development, urban planning, political science, business administration or related discipline.
2. At least five years of general experience in project management in community and economic development. Must have a familiarity with the City of Chicago SSA Program and Reporting Requirements.
3. Fluency in all Microsoft Suite programs, databases, internet, and web applications.
4. Track record of strong project management skills.
5. Excellent interpersonal skills; ability to operate in culturally diverse settings.
6. Strong verbal and written communications skills, including grant and proposal writing.
7. Proven ability to prioritize, problem solve (s), manage multiple projects.
8. Familiarity with the organizations and issues of the Hyde Park, Kenwood, Oakland, Woodlawn and Washington Park communities.
9. This is a part time position and salary to commensurate with experience.
10. Occasional night and weekend meetings/events required.

**KEY COMPETENCIES:**

1. Ability to communicate ideas and see the big picture of how your work within the SSA impacts the broader communities served by the SECC.
2. Works collaboratively with internal and external stakeholders towards common goals.
3. Can effectively manage multiple priorities and responsibilities of various stakeholders and meet deadlines.
4. Stay abreast of commercial corridor, business, and industry trends; demographics and technical advances.
5. Ability to communicate effectively, confidently, and professionally in a manner for individuals at varying levels of understanding from colleagues to partners or when negotiating contracts.
6. Trustworthy and whose ethics aligns with those of the SECC board, staff, and partners.

Please submit a resume and cover letter via e-mail to Diane Burnham, Executive Director of the SECC, at [diane@secc-chicago.org](mailto:diane@secc-chicago.org) with "SSA Business District Program Administrator" in the subject line.