Cheyenne Downtown Development Authority

(307) 433-9730 • www.downtowncheyenne.com • 2101 O'Neil Ave., Room 202, Cheyenne, WY 82001

MEMO

To: Downtown Development Authority Board of Directors

From: Sophia Maes, DDA Executive Director

Date: June 18, 2026

Subject: Operations & Projects Coordinator Job Description Approval

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RECOMMENDED MOTION:

Move to approve the updates to the Operations and Projects Coordinator job description as presented by staff and to allow the Director to proceed with opening the job through the City's HR portal.

BACKGROUND:

Per the FY2027 City-DDA MOU that was approved by the DDA Board on May 21,2026 and with final reading at City Council on June 22, the DDA Board "shall hire employees" and according to W.S. 15-9-217 (a)(iv), "upon recommendation of the director, such clerical, technical and professional assistants, including but not limited to persons in the fields of engineering, planning and economic research, as shall, in the opinion of the board, be necessary to provide for the efficient performance of the functions of the board." Therefore, any job descriptions of DDA staff shall be approved by the Board with the Director's recommendation.

On June 12, 2026, the DDA Operations and Projects Coordinator submitted her resignation, with the last day of employment as June 30, 2026. After reviewing the projected operational needs, staff recommends some updates to the job description, focusing more on administrative tasks such as financial/bookkeeping support, office administration, and program tracking. This would allow the Executive Director to focus on higher-level project and program implementation instead of administrative duties.

STAFF RECOMMENDATION:

Staff recommends the DDA Board move to approve the updates to the Operations and Projects Coordinator job description as presented and to allow the Director to proceed with opening the job through the City's HR portal.

ATTACHMENTS:

1. Operations and Projects Coordinator Job Description-CLEAN (5 pages)
2. Operations and Projects Coordinator Job Description-REDLINED (6 pages)

DDA Operations & Projects Coordinator

JOB TITLE: Downtown Development Authority (DDA) Operations & Projects Coordinator

CLASSIFICATION: Non-Exempt

DEPARTMENT: Planning and Development

SUPERVISOR: Downtown Development Authority (DDA) Executive Director

SALARY: $49,539 to $69,354 Annually

GENERAL JOB DESCRIPTION

The Operations & Projects Coordinator supports the DDA Executive Director by coordinating internal operations, managing financial records, tracking projects, and ensuring timely execution of initiatives. This role works closely with staff, vendors, community organizations, and City departments to execute DDA programs and projects related to public improvements and investment in the Downtown District. Responsibilities include financial management, process improvement, project documentation, program coordination, and contributing to the overall success of downtown revitalization efforts.

PRIMARY DUTIES AND RESPONSIBILITIES

Project & Program Coordination

- Assist with the implementation of DDA programs, projects, and initiatives in coordination with applicants, consultants, contractors, City staff, and community partners.
- Develop and maintain timelines, task lists, and work plans to keep projects on schedule and within scope.
- Manage projects and program applications, agreements, deliverables tracking; document outcomes for internal records and reporting requirements.

Financial Management & Compliance

- Maintain the authority's financial records, including tracking expenditures, processing invoices, and reconciling accounts.

- Prepare monthly financial reports and statements for review by the Board Treasurer, Executive Director, and Board.
- Prepare vouchers for expenditure of funds for approval by the Board Treasurer and Executive Director.
- Track budget vs. actual spending and flag variances for ED and Board Treasurer review.
- Maintain records required for audits, grant/sponsorship compliance, and reimbursement processes.
- Coordinate with the external accountant for periodic review and annual audit support.

Administrative & Systems Support

- Maintain internal systems and collaborative tools (e.g., Google Workspace) for project tracking, vendor coordination, and financial/grant reporting.
- Prepare meeting agendas, minutes, and status updates for the Executive Director.

SECONDARY DUTIES AND RESPONSIBILITIES

Executive & Board Support

- Help manage the DDA's calendars and follow up on key action items.
- Coordinate logistics for Board meetings, including preparation of agendas, packets, and minutes.

Engagement & Events

- Support community organizations in sponsored events through coordination and logistics guidance.
- Attend occasional events and meetings outside a typical workday, including evenings and weekends, as needed.

Administrative & Office Management

- Assist communications staff with stakeholder communications and website updates as needed.
- Maintain accurate contact databases and organized digital/paper filing systems to support operations and compliance.
- Serve as a point of contact for vendors, contractors, service providers, and sponsored community organizations.
- Perform other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Core Competencies & Strengths

- Highly Organized & Detail-Oriented: Able to deliver accurate, complete work with strong attention to detail (including financial recordkeeping and reporting); manage multiple priorities and deadlines in complex environments.
- Proactive & Systems-Minded: Anticipate needs, take initiative, and build sustainable systems, workflows, and tools to improve team effectiveness.
- Self-Motivated & Dependable: Work independently with minimal supervision while supporting team goals; thrive in a behind-the-scenes role.
- Collaborative Team Player: Build effective working relationships across staff, Board members, and community partners.
- Professional & Articulate: Communicate clearly, confidently, and professionally, both verbally and in writing.
- Tech-Savvy: Ability to adapt quickly to new platforms and tools; use technology to increase team productivity and efficiency.
- Service-Oriented: Respond to public and staff inquiries with courtesy and professionalism; dedicated to high-quality service delivery.

Knowledge & Technical Skills

- Proficient in bookkeeping and financial reporting, including accounts payable/receivable, reconciliations, and budget-to-actual tracking.
- Skilled in accounting software (e.g., QuickBooks) and Excel.
- Familiarity with records management, retention principles, and audit/compliance documentation.
- Experience in project management and task tracking.
- Strong verbal and written communication skills, with the ability to communicate complex information clearly and concisely for various parties.
- Capable of working both independently and collaboratively.

QUALIFICATIONS FOR THE JOB

Required:

- High school diploma or GED
- Five (5) years of experience (including internships) in project management, office administration, business administration, public administration, bookkeeping/accounting, or related field.

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DEPARTMENT: Planning and Development

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GENERAL JOB DESCRIPTION

The Operations & Projects Coordinator supports the DDA Executive Director by coordinating internal operations, managing financial records, tracking projects, and ensuring timely execution of initiatives. This role works closely with staff, vendors, community organizations, and City departments to execute DDA programs and projects related to public improvements and investment in the Downtown District. Responsibilities include financial management, process improvement, project documentation, program coordination~~basic financial tracking~~, and contributing to the overall success of downtown revitalization efforts.

PRIMARY DUTIES AND RESPONSIBILITIES

Project & Program Coordination

- Assist with the implementation of ~~, tracking, and evaluation of~~ DDA programs, ~~campaigns, capital~~ projects, and ~~grant-funded~~ initiatives in ~~, and community events through~~ coordination with applicants, consultants, contractors, City staff, and community partners.
- Develop and ma~~nage~~intain timelines, task lists, and work plans to ~~ensure~~ keep projects ~~are delivered efficiently,~~ on schedule~~,~~ and within scope.
- Manage projects and program applications, agreements, ~~Track~~ deliverables tracking ~~and milestone~~; ~~s;~~ document outcomes ~~to support~~ for internal records and reporting requirements.

Financial Management & Compliance

Revised Date: June 14, 2026~~July 17, 2025~~

- Maintain the authority's financial records, including tracking expenditures, processing invoices, and reconciling accounts.
- Prepare monthly financial reports and statements for review by the Board Treasurer, Executive Director, and Board.
- Prepare vouchers for expenditure of funds for approval by the Board Treasurer and Executive Director.
- Track budget vs. actual spending and flag variances for ED and Board Treasurer review.
- Maintain records required for audits, grant/sponsorship compliance, and reimbursement processes.
- Coordinate with the external accountant for periodic review and annual audit support.

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Administrative~~, Operational~~ & Systems Support

- ~~Help develop and refine internal processes and systems that improve the efficiency, consistency, and scalability of DDA programs and operations.~~
- Maintain ~~and update~~ internal systems and collaborative tools (e.g., Google Workspace~~, Monday.com~~) for project tracking, vendor coordination, and financial/grant reporting.
- Prepare ~~Monitor compliance checklists, deadlines, and contract requirements tied to grant funding and reporting obligations.~~
- ~~Track project-related expenses and coordinate documentation for audits, reimbursements, and financial oversight.~~
- ~~Support procurement processes, contract compliance, and grant-related administrative tasks.~~
- ~~Prepare internal communications,~~ meeting agendas, minutes~~summaries~~, ~~agendas, memos, reports,~~ and status updates for the Executive Director ~~and external partners~~.

~~Engagement & Events~~

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- ~~Assist in organizing and executing workshops, listening sessions, and public events with high attention to detail.~~
- ~~Ensure follow-through and accountability for multi-phase projects involving community engagement and public input.~~
- ~~May be required to attend events and meetings outside a typical workday, including evenings and weekends.~~

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SECONDARY DUTIES AND RESPONSIBILITIES

Executive & Board Support

Revised Date: June 14, 2026~~July 17, 2025~~

- Help manage ~~timelines~~the DDA's ~~,~~ calendars ~~, meetings, appointments, and deadlines for the Executive Director and~~and follow up on key ~~projects~~action items.
- ~~Ensure timely follow-up on action items and commitments for the Executive Director and Board.~~
- Coordinate logistics for Board meetings, including preparation of agendas, packets, and minutes.

Engagement & Events

- Support community organizations in sponsored events through coordination and logistics guidance.
- Attend occasional events and meetings outside a typical workday, including evenings and weekends, as needed.

~~Communications & Stakeholder Engagement~~

- ~~Assist marketing staff in drafting, preparing, and distributing stakeholder communications with clarity and professionalism.~~
- ~~Support website content updates and email communications in collaboration with the marketing team~~

~~Financial & Compliance Support~~

- ~~Assist in tracking expenditures, processing invoices, and preparing financial documentation in collaboration with external accounting partners or City Treasurer staff.~~
- ~~Maintain records required for audits, grant compliance, and reimbursement processes.~~

Administrative & Office Management

- Assist ~~with~~ communications staff with stakeholder communications and website updates as needed. ~~office logistics, correspondence, and both digital and paper filing systems.~~
- Maintain accurate contact databases and organized digital/paper filing systems ~~records~~ to support ~~daily~~ operations and compliance.
- Serve as a ~~the primary~~ point of contact for vendors, contractors, ~~and~~ service providers, and sponsored community organizations.
- Perform other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Core Competencies & Strengths

Revised Date: June 14, 2026~~July 17, 2025~~

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- Highly Organized & Detail-Oriented: Able to deliver accurate, complete work with strong attention to detail (including financial recordkeeping and reporting); manage multiple priorities and deadlines in complex environments.
- Proactive & Systems-Minded: Anticipate needs, take initiative, and build sustainable systems, workflows, and tools to improve team effectiveness~~ and streamline processes~~.
- Self-Motivated & Dependable: Work independently with minimal supervision while ~~consistently~~ supporting team goals; thrive in a behind-the-scenes role~~s that bring strategic plans to life~~.
- Collaborative Team Player: Build effective working relationships across staff, Board members, and community partners~~; prioritize communication, mutual respect, and shared success across diverse teams~~.
- Professional & Articulate: Communicate clearly, ~~and~~ confidently, and professionally, both verbally and in writing~~; represent public-facing organizations with credibility and service orientation~~.
- Tech-Savvy: Ability to adapt quickly to new platforms and tools; use technology to increase team productivity and efficiency.
- Service-Oriented: Respond to public and staff inquiries with courtesy and professionalism; dedicated to high-quality service delivery.

Knowledge & Technical Skills

- ~~Proficient in bookkeeping and financial reporting, including accounts payable/receivable, reconciliations, and budget-to-actual tracking.Strong understanding or ability to learn relevant state and local laws, codes, and regulations~~
-
- ~~Skilled in accounting software (e.g., QuickBooks) and Excel.Familiarity with basic records management and retention principles.~~
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- ~~Proficient in indexing, filing and document organization, data entry, and basic~~ Familiarity with records management, retention principles, and audit/compliance documentation.~~financial handling..~~
- ~~Skilled~~ Experience in project management and task tracking.
- ~~Experience creating, compiling, organizing, and maintaining various records and record systems.~~
- Strong verbal and written communication skills, with the ability to communicate complex information clearly and concisely for various parties.
- Capable of working both independently and collaboratively.

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QUALIFICATIONS FOR THE JOB

Required:

- High school diplomaOr GED
- ~~At least two (2) years professional experience (including internships) in project management, business administration, economic development, real estate, or related field~~
- Five (5) years of experience (including internships) in project management, office administration, business administration, public administration, bookkeeping/accounting, or related field.
- Demonstrated experience with financial recordkeeping, invoicing, and reconciliation (e.g., QuickBooks or similar accounting software).

Preferred:

- Bachelor's degree ~~or equivalent experience~~ in business administration, public administration, finance, accounting~~urban planning, urban design, real estate, real estate development, economic development~~, or related field.
- ~~At least two (2) years professional experience (including internships) in project management, business administration, economic development, real estate, or related field~~
- ~~Five (5) years of experience (including internships) in project management, business administration, economic development, real estate, or related field.~~
- Experience supporting an executive or senior leader and/or a Board of Directors.
- Familiarity with public-sector or nonprofit environments.
- Experience preparing financial reports for review by a governing board or treasurer.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, and writing. The employee is also required to maintain the physical condition necessary for operating assigned equipment, walking, standing, kneeling, repeated bending or sitting for prolonged periods of time and lifting to 30 pounds. Maintain mental capacity which allows the capability of making sound decisions demonstrating intellectual capabilities.

***Working Environment*:**

Work closely with others mostly in an office environment utilizing a computer and other office equipment and the ability to travel within the Downtown Development District boundary.

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I will regularly review, understand, and adhere to the City of Cheyenne Employee Handbook and Rules & Regulations. These documents are located on the City's intranet, under the Human Resources tab.

Employee Name: _____ Date: _____

Employee Signature: _____

Revised Date: June 14, 2026~~July 17, 2025~~

- Demonstrated experience with financial recordkeeping, invoicing, and reconciliation (e.g., QuickBooks or similar accounting software).

Preferred:

- Bachelor's degree in business administration, public administration, finance, accounting, or related field.
- Experience supporting an executive or senior leader and/or a Board of Directors.
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