



Mainstreet Manager

Under the direction of the City Manager or their designee, this position will coordinate, preserve, program, market, and guide the continued revitalization of the City of Manor. Responsible for overseeing the annual Main Street Program of Work, Main Street Advisory Board, Committees, and Main Street Special Events. Represent the City in certain tourism, arts and economic development opportunities as identified by the City Manager. Assist efforts to enhance community partnerships, provide special event support, and contribute to the City and engagement efforts. The ideal candidate would be an energetic leader who is passionate about advocacy, builds consensus, and possesses exceptional marketing and interpersonal skills to ensure a successful Main Street Program.

Reports to:

City Manager

Salary:

\$55,258-\$74,762

Exempt:

Yes

Essential Functions:

Duties include, but are not limited, to:

- Responsible for the Main Street Program's Advisory Board, and committee meetings including public notifications, documentation and spearheading action items resulting from such meetings.
- Oversee the planning, coordination, branding, promotion, and execution of various Main Street Program events and marketing initiatives and certain events hosted by the City.
- Generates sponsorship leads and works with sponsors as needed.
- Maintain and develop vendor relationships.
- Assists with the development and distribution of special event promotions, brochures, and other marketing materials.
- Will work in conjunction with various partners, event organizers and volunteers on a variety of special events and programs.
- Help evaluate and explore opportunities, market conditions, and event impacts to ensure events provide value to the City and the community.
- Dedicate time to educate, advocate, connect, and promote businesses, organizations, events, and activities in the Main Street program area.
- Serve as an advocate for the downtown business community.

- Implement and coordinate training opportunities with partner organizations for small businesses and entrepreneurs with our community partners and the City.
- Assist in coordinating the program and departments continued volunteer engagement and recognition efforts in conjunction with the City Manager. Recruits quality volunteers and committee members through in-person and online avenues.
- Coordinate the social media, website contracts, and internal updates, content, and maintenance of the City of Manor online presence. Creates, updates and maintains database information for the program.
- Assist the City Manager with creating and presenting various reporting, research, data collection, marketing, and design tasks.
- Help identify, recruit, develop and nurture economic and sales opportunities for downtown and the City in conjunction with the director.
- Attends service and community organization meetings to represent the department and Main Street Program.
- Attends Main Street related training and networking events.
- Trains and supervises the activities of volunteers, interns, and community service workers.
- Assists with budget preparation, payments to vendors, ordering of event and office supplies as needed.
- Perform other duties as assigned.
- Maintain regular attendance.

Qualification Requirements:

- Typical administrative practices and processes associated with local government offices or functions or possess the ability to acquire and put such knowledge into practice.
- General computer operations, specifically familiarity with Microsoft Office software.
- Office machines, such as scanner, computer, copier, and fax machine; and of office practices and procedures.
- Able to maintain a pleasant and courteous demeanor working in a fast pace environment.
- Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- Communicate effectively in person, by telephone, and by e-mail with all levels of management, City officials, vendors, other employees, and the general public.
- Meet deadlines and perform multiple tasks under pressure.
- Basic ability to read and requires the basic knowledge of grammar and spelling.
- Basic mathematical, in order to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Ability to organize, prioritize, and carry out office work with minimal supervision.
- Maintain a professional appearance and attire.

Education/Experience Required:

- High School diploma/GED required.
- Historic preservation knowledge a plus.
- Preferred Bachelor's degree in Marketing, Hospitality, or related field
- Two (2) years of experience and training in Marketing, Economic Development, Community Development, Historic Preservation, or Tourism and or related field.

Other Requirements:

- Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test.
- Texas Downtown Association Membership
- Membership in Texas Economic Development Council (TEDC)
- Membership in the Film Friendly Texas (FFTX) Office of the Governor

Preferred Certification

- First Aid and CPR/AED

Supervisory Responsibilities:

No

Working Conditions:

The work condition characteristics describe here are representatives of those an employee encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, and temperature swings and inclement weather. Subject to sunburn and other sun exposure related incidents.
- May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies, meetings, and events.
- Stressful situations are inherent to this position.
- Work may require travel, including overnight stays, involving training and conducting City business.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit or stand for long periods answering phones, performing keyboarding, computer work, filing, copying, and other administrative work.
- Must possess general manual dexterity to operate a computer, office machines, perform filing or other office functions; and reach with hands or arms.
- Must be able to move about the office, bend or stoop, retrieve files, lift books or other materials, use step-stools and step-ladders to store and retrieve items of various sizes, shapes, and forms weighing up to 50 pounds.
- Must be able to handle stressful situations.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.

Applications may be obtained on the City's website at www.cityofmanor.org or at City Hall located at 105 E. Eggleston St. Manor, TX 78653.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

The City of Manor is an Equal Opportunity Employer

Employee Name: _____ Date: _____

HR Coordinator: _____ Date: _____